CHAPTER FOUR:

PCRS RULES SUBSYSTEM

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APPENDICES

I.   A: General Overview

Overview   The Rules Subsystem enables secretariats and departments to customize PCRS to meet their varying business needs. By setting up rules tables, departments can fine-tune PCRS to meet their cost accounting requirements. PCRS checks these tables and processes payroll based on their contents. Rules tables can assist departments in:

- Statutory compliance.

- Charging and tracking labor costs.

- Accurately providing an interface that makes data entry easier and less prone to error.

Rules Access/ Use   Access to rules is based on user security.

Use of rules tables is optional. Some secretariats or departments may use all the customization features available to them while others may decide not to customize at all.

Types of Rules   There are four (4) types of rules tables:

- Statutory compliance. Refer to Table 1 (p. 7) for a summary.

- Secretariat defined labor cost accounting. Refer to Table 2 (p. 8) for a summary.

- Department defined labor cost accounting. Refer to Table 3 (pp. 9 – 10) for a summary.

- Display and maintenance. Refer to Table 4 (p. 11) for a summary.

Policy   For an explanation of the Commonwealth's policies on this subsystem, refer to the *Payroll Expenditure Policy Manual.*

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I.   B: Statutory Compliance Rules Overview

There are eight (8) statutory compliance rules tables. These tables allow departments to:

- Specify alternate accounts for their payroll charges.

- Request annual approval of their account edit settings.

- Distribute their labor charges in more flexible ways than the existing payroll system allows.

All entries to these tables must be approved by the Office of the Comptroller (CTR). Approval is based on authorization from the current General Appropriation Act (GAA) or other governing language.

To apply for a PCRS Rule, refer to Appendices 1-3 at the end of this chapter.

Table 1
Statutory Compliance Rules Overview

TABLE #	TABLE NAME	FUNCTION
01	ALTERNATE ACCOUNT TABLE	Authorizes departments to distribute payroll charges to an alternate account(s) when its primary account cannot support payroll charges.
02	ACCOUNT SPECIFIC TABLE	Authorizes a department to "relax" its uncommitted and/or unexpended edit settings for a given account. (Usually a retained revenue or trust account.)
03	STATEWIDE TABLE	CTR controls to establish edit settings statewide so that payroll charges can be processed in accordance with budget requirements.
04	MASTER TABLE	CTR controls to process payroll without holding employee payments. Can be used for interim budgets.
05	POSITION ASSIGNED # 1	Authorizes a department to distribute payroll charges for a single position to one (1) or more authorized accounts.
06	POSITION ASSIGNED # 2	Authorizes a department to distribute payroll charges for any position in an "Org" to one (1) or more authorized accounts.
07	POSITION ASSIGNED # 3	Authorizes a department to distribute payroll charges for any position in an account to one (1) or more authorized accounts.
08	POSITION ASSIGNED # 4	Authorizes a department to distribute payroll charges for any position in the department to any of its authorized accounts.

I.   C: Secretariat Rules Overview

The rules tables in this section allow a secretariat to define and establish cost categories for distribution of labor costs according to individual secretariat needs.   There are three (3) defined secretariat rules tables.

▪ Secretariat options are available only to secretariats.

▪ Secretariats create and maintain these tables.

▪ A secretariat can create headings and values for any or all departments that report to it.

   NOTE: A heading is the text that acts as a label for the data entry field. A table lists the values that are valid entries in that field. The defined headings and values are used for data entry in the Labor Distribution Subsystem of PCRS where routine labor distribution work schedules (defaults) and exceptions are entered.

▪ A secretariat is limited to two (2) headings for each department.

CTR approval is not required for these tables.

Table 2
Secretariat Defined Rules Overview

TABLE #	TABLE NAME	FUNCTION
09	SECT DEFINED HEADING	Allows a secretariat to create and define up to two (2) headings to capture labor costs for each department reporting to it. *EX.: For departments providing care, a secretariat wants to allocate labor costs associated with direct and indirect care. The secretariat creates CareCosts as a heading. The second heading they create, MedicalCare,. is to cover inpatient and outpatient services*
10	SECT DEFINED TABLE	Allows a department to define valid values and descriptions for the first heading created and defined in Rules Table #9. *EX.: The first heading created and defined in Table #9 is CareCosts. Users enter 01 in this field as a valid value and direct care as its description. The second description is indirect care.*
11	SECT DEFINED TABLE	The second heading for Table #9. Works the same as Table #10. *EX.: In this case, the heading is MedicalCare. The first value is IS with a description of important services. The second value is OS with a description of outpatient services.*

I.   D: Department Defined Labor Cost Accounting Rules Overview

The rules tables in this section allow a department to define and establish cost categories for distribution of labor costs according to individual department needs. There are twelve (12) department defined rules tables.

▪ These options are available only to departments.

▪ Departments create and maintain these tables.

CTR approval is not required for these rules.

Table 3
Department Defined Labor Cost Accounting Rules Tables Overview

TABLE #	TABLE NAME	FUNCTION
12	DEPT DEFINED HEADING	Allows a department to create and define up to six (6) headings to capture labor costs in the department. *NOTE: This works the same way that Rule # 9 – SECT DEFINEDHEADING – works.*
13	DEPT DEFINED TABLE – 1	Allows a department to define valid values and descriptions for the **first heading** created and defined in rules table #12. *NOTE: This works the same way that Rules 10 & 11 – SECT DEFINED Tables- work.*
14	DEPT DEFINED TABLE – 2	Allows a department to define valid values and descriptions for the **second heading** created and defined in rules table #12. *NOTE: This works the same way that Rules 10 & 11 – SECT DEFINED Tables– work.*
15	DEPT DEFINED TABLE – 3	Allows a department to define valid values and descriptions for the **third heading** created and defined in rules table #12. *NOTE: This works the same way that Rules 10 & 11 – SECT DEFINED Tables - work.*
16	DEPT DEFINED TABLE – 4	Allows a department to define valid values and descriptions for the **fourth heading** created and defined in rules table #12. *NOTE: This works the same way that Rules 10 & 11 – SECT DEFINED Tables - work.*
17	DEPT DEFINED TABLE – 5	Allows a department to define valid values and descriptions for the **fifth heading** created and defined in rules table #12. *NOTE: This works the same way that Rules 10 & 11 – SECT DEFINED Tables - work.*

I.   D: Department Defined Rules Overview

Table 3 (Con't)
Department Defined Labor Cost Accounting Rules Tables Overview

TABLE #	TABLE NAME	FUNCTION
18	DEPT DEFINED TABLE – 6	Allows a department to define valid values and descriptions for the **sixth heading** created and defined in rules table #12. *NOTE: This works the same way that Rules 10 & 11 – SECT DEFINED* *Tables - work.*
19	ORG CODE TABLE	Allows a department to limit the use of its MMARS organization codes in PCRS. Only codes listed in this table are accepted as valid organization codes for the department's labor distribution needs. Limiting codes this way eliminates the possibility of payroll expenditures being recorded at incorrect organization codes.
20	PROGRAM CODE TABLE	Allows a department to limit the use of its MMARS program codes in PCRS. Only codes listed in this table are accepted as valid program codes for the department's labor distribution needs. Limiting codes this way eliminates the possibility of payroll expenditures being recorded at incorrect program codes.
21	PROGRAM CODE/DEPT # 1 TABLE	Allows a department to establish a relationship between program codes and values in Department Defined Table #1.
26	REDISTRIBU-TION TABLE	DPW uses for Federal reporting.
27	PROGRAM CODE/APPROP TABLE	Allows a department to limit the number of program codes associated with an appropriation.

Note: The Field Length for values used on Tables 13-17 is 8 characters.
The Field Length for values used on Table 18 is 13 characters.

I.   E: Display and Maintenance Rules Overview

There are six (6) display and maintenance rules tables.

Display and maintenance rules allow departments to:

- Require the use of non-statutory cost accounting fields.

- Tailor exception screen layouts.

- Indicate which tables should be rolled over at fiscal year transition.

CTR approval is not required for these tables.

Table 4
Display and Maintenance Rules Overview

TABLE #	TABLE NAME	FUNCTION
22	NON-STATUTORY REQUIREMENTS	Gives the department the choice of making selected non-statutory labor fields required department-wide. *NOTE: Fields like Account and Department are statutory labor fields and entry is required by law. Fields such as Program or Activity are non-statutory and therefore, not required by law.* *Using this option, a department can choose to make specific or all non-statutory fields required for their department.*
23	EXCEPTION SCREEN LAYOUT	Lets the department choose the layout of an exception screen. The layout may be horizontal or vertical. Users can make entries in the order that seems most natural for their department's business. The department may select only one (1) screen layout, however, the layout can be changed at any time.
24	FISCAL YEAR ROLLOVER	Allows a department to choose the tables they want rolled over at fiscal year transition. If a department chooses not to use this option, all its tables will rollover automatically.
25	YEAR END ADJUSTMENT TABLE	CTR use only.
28	EARNINGS CODE/OBJECT CODE TABLE	DES use only. Excludes specific earnings codes from overhead cost distribution.
29	EARNINGS/ OBJECT CODE TABLE	CTR Controls. Departments can view valid earning/object code combinations.

I.   F. Changing Rules/Rollover Procedure

Timing

Secretariat and Department Defined Rules Tables can be changed or created any time during the year. No CTR approval is required.

The **exceptions** to this are Statutory Rules. Statutory rules tables are created by departments, however, they must be approved by CTR.

At the beginning of each fiscal year, a request for Statutory Rules approval must be submitted to CTR.

Statutory Rules Request Procedure

To request Statutory Rules:

1. Complete the Statutory Rule(s) the tables you need. Refer to section III in this procedure for instructions.

2. Refer to Appendices 1-3 at the end of this chapter for instructions on submitting a Rules Request to the Comptroller.

Fiscal Year Rollover Rule (Table 24)

Departments can use the Rollover Rule to select tables they want rolled over to the next fiscal year. If this option is not used, all the department's tables will be rolled over to the next fiscal year. Refer to Rule #24, Fiscal Year Rollover Rule, for the procedure.

Note: Alternate Account and Account Specific Rules do not roll over. Departments must apply for them each year.

EXCEPTIONS TO ROLLOVER RULES
The following rules tables are always automatically rolled over each fiscal year and are not affected by Rule #24:
Rollover Settings   Earnings/Object Code
Exception Screen Layout
Department Defined Headings
Secretariat Defined Headings

SECTION II: ACCESSING RULES SUBSYSTEM

II. Accessing Rules Subsystem

To access the Rules Subsystem:

1. Double click the MMARS icon.
   NOTE: The MMARS icon is located on the initial screen that lists all programs in your computer.

Response:

```
 ---   WELCOME   TO   THE   COMMONWEALTH OF   MASSACHUSETTS     TERMID = CIPAI43

  *****     TYPE   YOUR   USERID   AND   HIT   ENTER   KEY   TO   LOGON      *****
```

Initial screen

NOTE: Your screen should look similar to this one.

2. Enter your user ID.

3. Press **<ENTER>.**

II. Accessing Rules Subsystem

Response:

```
COMMONWEALTH OF MASSACHUSETTS
                            Welcome to the
                  Information Technology Division Gateway
                 Executive Office for Administration and Finance
 Date: 06/07/99                                        Host: ASYS
 Time: 12:27:49                                        Termid: CIPAI43
                                                /-\
  Identification:              ---------------------------/     \
     Userid===> CTRANY___    /    Massachusetts Information     /
   Password===>          /                              x /
                     /             Technology Center    \       ,\
 Change Password       /                                 \      ~ \\
  ? N   (Y or N)     /               MITC - Chelsea        \      //
                     -------------------------------\       `----`/
                                                     \-------/~~~~~`


 Bulletins:
          *********************************************************
                    ITD Data Center Help and Information
                    Call... CommonHelp at 1-800 335-4702
                    After 5pm and Weekends (617) 660-4500
          *********************************************************
 Message: ENTER PASSWORD
```

ITD Gateway Welcome screen

4. Type password.

5. Press **<ENTER>.**

II. Accessing Rules Subsystem

Response:

```
    ____   Actions  Options  Commands  Help
  ------------------------------------------------------------------------------
  KLSVSEL1                      ITD GATEWAY MAIN MENU                    More:
                             --------------------—   Userid: CTRANY
  TYPE SELECTION ID NAME:  PCRS_____
  or TAB to selection and press ENTER.
      Session ID  Description                          Type     Status
      ----------  -------------------------------  --------  ------------
   _  VIEWDIR     VIEWDIRECT                           Multi
   _  VIEWPC      DOCUMENTDIRECT                       Multi
   _  F           CAPS                                 Multi
   _  H           MMARS                                Multi
   _  IWNEWS      INFORMATION WAREHOUSE NEWS           Multi
   _  CICSTEST    TEST REGIONS                         Multi
   _  PCRS        PAY COST RPTG / PMIS                 Multi


  Bulletins:
  Messages:
  Command ===> _____  ASYS/CIPAH0A
  Enter  F1=Help  F3=Exit  F5=Refresh  F6=News  F9=Retrieve  F10=Action
```

ITD Gateway Main Menu screen

6. In "Type Selection ID Name" field, enter **<PCRS>**.

7. Press **<ENTER>.**

II. Accessing Rules Subsystem

Response:

```
COMMONWEALTH OF MASSACHUSETTS / "I.T.D." DATA CENTER
  * MORE *                  * CICS NEWS SERVICE *                PAGE: 1
 * ======================================================================= *
  * WELCOME TO PCRS NEWS **PCRS/PMIS HELPLINE 727-5000, X 25285
     HELPLINE HOURS - MONDAY, THURSDAY AND FRIDAY: 9-11 AM.AND 2-4 PM

  **********  PMIS MEMORIAL DAY HOLIDAY SCHEDULE  *************************
  PMIS PAYROLL FOR WEEK ENDING SATURDAY, MAY 29, 1999 WILL BE RUN ON TUESDAY,
  JUNE 1ST.
  THE PCRS/PMIS ON-LINES WILL BE AVAILABLE BUT UNATTENDED ON MONDAY, MAY
  31ST, AND WILL COME DOWN ON TUESDAY, JUNE 1ST AT 4 PM.  CHECKS WILL BE
  AVAILABLE FOR PICK UP AT THE CENTRAL MAIL FACILITY AFTER 10AM
  ON THURSDAY, JUNE 3RD.


  PAGE 2: PCRS RULES ROLL
  PAGE 3: COM. EMPLOYEE DIRECT DEPOSIT CAMPAIGN  ADDITIONAL CTR TRAINING
  PAGE 4: IMPORTANT MESSAGE: PMIS LOCAL CODE PROBLEM
  PAGE 5: TRANSITION CLUB REMINDER
  PAGE 6: UNION NEWS
 * ======================================================================= *
  PF > 1 =NEXT PAGE 2 =PREV. PAGE 3 =MAIN MENU ENTER =APPLICATION CLEAR =EXIT
```

CICS News screen

8A. To move to the next page of news, press **<F1>** key or **<Alt> and <1>.**

   NOTE: After you finish reading the news, press <ENTER> to move to the Main Menu.

8B. To skip the rest of the news and move to the Main Menu, press **<ENTER>***.*

II. Accessing Rules Subsystem

Response:

```
        **************************************************
        **  HIT ENTER TO CONTINUE WITH YOUR APPLICATION **
        **************************************************
```

9. Press **<ENTER>.**

Response:

```
    C O M M O N W E A L T H   O F   M A S S A C H U S E T T S



            PPPPPP    CCCCCC    RRRRRR     SSSSS
            PP  PP    CC        RR  RR      SS
            PPPPPP    CC        RRRRRR     SSSSS
            PP        CC        RR  RR         SS
            PP        CCCCCC    RR   RR  SSSSSS


     P A Y R O L L   C O S T   R E P O R T I N G   S Y S T E M



                    Welcome to PCRS

                Do you have a Color Monitor? N
```

10. Press **<ENTER>.**

II. Accessing Rules Subsystem

Response:

```
 Choose an option or press <PF3> to exit PCRS.

  VPCRSM00    **** P C R S ****  (SYSTEM TEST)  TEST: Work In Progress  6/07/1999
  CTRANY                        PCRS Main Menu                          12:33 PM
  -------------------------------------------------------------------------------

        Selection: _

                    01   Cost Accounting Exception Posting
                    02   Cost Accounting Default Distribution
                    03   Cost Accounting Adjustments
                    04  Cost Accounting Rules
                    05   Cost Accounting Online Information
                    06   Release Held Paychecks (CTR Only)
                    07   PCRS System Maintenance




 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help  Reset Exit
```

PCRS Main Menu screen

11. In selection field, enter **<04>,** Cost Accounting Rules.

12. Press **<ENTER>.**

II. Accessing Rules Subsystem

Response:

```
 Enter a selection or press <PF12> for main menu.

  VRULEM00 **** P C R S ****  (SYSTEM TEST)   TEST: Work In Progress  6/07/1999
  CTRANY                    Maintain PCRS Rules Tables                   12:34PM
                       Rules Subsystem Menu (Page 1 of 2)
  Selection: ___ ( A Add, M Modify, L List, S Status list) + Rule Number


        01 Alternate Account Table          13 Dept-1 Defined Table
        02 Account Specific Table           14 Dept-2 Defined Table
        03 Statewide Table                  15 Dept-3 Defined Table
        04 Master Table                     16 Dept-4 Defined Table
        05 Position Assigned #1             17 Dept-5 Defined Table
        06 Position Assigned #2             18 Dept-6 Defined Table
        07 Position Assigned #3             19 Org Code Table
        08 Position Assigned #4             20 Program Code Table
        09 Sect. Defined Headings           21 Program Code/Dept-1 Table
        10 Sect-1 Defined Table             22 Non Statutory Requirement
        11 Sect-2 Defined Table             23 Exception Screen Layout
        12 Dept. Defined Headings           24 Rollover Table


  FY: 1999 Dept: XYZ Acct: ____ - ____ Position: _____   Org: 1000
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
  Done  Help  Reset Exit                            Frwd  Prior            Menu
```

Rules Subsystem Menu screen – Page 1

*NOTE: To access page 2 of the Rules Subsystem Menu, press **<F8>** or **<Alt>
and <8>**. To make a menu selection, proceed to step 13.*

```
 Enter a selection or press <PF12> for main menu.

  VRULEM00   **** P C R S **** (SYSTEM TEST)  TEST:  Work In Progress   9/28/2000
  CTRAEY                    Maintain PCRS Rules Tables                   1:50 PM
 -------------------------------------------------------------------------------
                       Rules Subsystem Menu (Page 2 of 2)
 Selection: ___ ( A Add, M Modify, L List, S Status list) + Rule Number

 25 Year End Adjustment Table (CTR ONLY)
 26 Re-Distribution Table
 27 Program Code/Approp Table
 28 Earnings Category Table
 29 Earnings Code/Object Code (CTR ONLY)




  FY: 2001 Dept: CTR Acct: ____ - ____ Position: _____  Org: 1000
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help  Reset Exit                    Back       Prior            Menu
```

Rules Subsystem Menu screen – Page 2

II. Accessing Rules Subsystem

13. To access a specific function and a specific rules table, complete:

▪ **SELECTION FIELD**
Enter the action you want to take and the number of the Rule. Refer to Table 5 for selection choices.

Table 5
Rules Selection Field Choices

ACTION	CODE	FUNCTION
Add	A	Builds an entry to a rules table.
Modify	M	Modifies or deletes an entry. For Statutory compliance tables – only pending entries may be modified or deleted. For all tables – delete is limited. Even users who have access to more than one (1) department and whose security permits them to delete records, may delete records only for the department to which they belong.
List	L	Displays (lists) rules. For Statutory Rules 1, 2, 5 – 8, this function organizes them by account number.
Status List	S	Displays Statutory Rules 1, 2, 5 – 8 by status. Status is where the rules are in the process of CTR approval. Statuses are (in order of appearance on the screen): P – Pending. Department has entered. Awaiting CTR review. A – Approved. CTR has approved. D –Not approved. CTR has not approved. *NOTE: If you choose this option for any rules other than Statutory Rules, an error message appears telling you this option is not available.*

*EX.: If you want to modify Rule 23, the Exception Screen Layout rule, enter **<M23>** in the selection field. (M for modify and 23 for the rule number).*

II. Accessing Rules Subsystem

▪ **FY**
Fiscal year is pre-filled with the current fiscal year. This field is required for this subsystem.

If entries are made that need to go into effect at the beginning of the new fiscal year (July 1), the pre-filled fiscal year must be changed.
To do this:
▪ Highlight the pre-filled fiscal year

▪ Type the new fiscal year over the highlighted area.

▪ **DEPT**
Department is pre-filled with your department. Department is required for all options except 03, Statewide Table and 04, Master Table.

If your security level gives you access to more than one (1) department, and you want to change the pre-filled department:
▪ Highlight the pre-filled department

▪ Type the new department code over the highlighted area.

▪ **ACCT**
If the MMARS appropriation number is required for the rule you need to access, the system will prompt you to enter it.

▪ **POSITION**
If the position number is required for the rule you need to access, the system will prompt you to enter it.

▪ **ORG**
If the organization number is required for the rule you need to access, the system will prompt you to enter it.

II.   Accessing Rules Subsystem

14. Press **<ENTER>.**

Response: The screen for the chosen rules action and rules number
appears.

NOTE: *If a required field is omitted, PCRS will display an error message and
will not allow you to continue. Add the additional required entries and
try again.*

SECTION III: STATUTORY RULES

III. Statutory Rules: 01 –Alternate Account Rule – Add Function

Alternate Account Rule – Rule 01

This function enables departments to set up alternate accounts to support their payroll charges. These accounts are used only if the primary account, the account to which a position is assigned or distributed, does not have sufficient funds to meet payroll. Alternate accounts are accessed in order of the priority you assign them. The system must find sufficient funds in the primary and one or more alternate accounts for the payroll to pass funds availability edits. PCRS exhausts the balance of one account before moving to the next. These edits are invoked during batch payroll predictive and production only.

Use the add alternative accounts table to add alternate accounts and to assign a priority number to each one.

```
Add alternate account rules, or use PFkeys to exit.

VRULM01A    **** P C R S **** (SYSTEM TEST)    TEST: Work In Progress  7/29/1999
CTRAEY                    Maintain PCRS Rules Table                      3:14 PM
--------------------------------------------------------------------------
      Add Distributed Account Funds Availability Alternate Accounts

Fiscal Year: 2000 Dept: XYZ Dist Acct: 8900 - 0010

           Priority      Alternate Account      Alternate Dept      Org
              __          ____ - ____               ___            ____
              __          ____ - ____               ___            ____
              __          ____ - ____               ___            ____
              __          ____ - ____               ___            ____
              __          ____ - ____               ___            ____
              __          ____ - ____               ___            ____
              __          ____ - ____               ___            ____
              __          ____ - ____               ___            ____
              __          ____ - ____               ___            ____
              __          ____ - ____               ___            ____

Next: Dist Acct: ____ - ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                        Frwd  Prior                Menu
```

Maintain PCRS Rules Table: Add Distributed Account Funds Availability Alternate Accounts screen

III. Statutory Rules: 01 – Alternate Account Rule – Add Function

Add Alternate Accounts Table – Rule 01

Complete the following fields:

▪ **PRIORITY**
Enter a number from 1 to 99.

During funds availability processing, PCRS checks these accounts in the order you specify if the primary account cannot support payroll. You cannot assign the same priority number to more than one account.

> *Note: The numbers you enter need not form a sequence and need not start at 1. If you anticipate the possibility that another account may become available to you, you may wish to assign non-sequential numbers. If you assign the number 2 to your single existing alternate account, you will be able to assign a 1 or a 3 to the new account when it becomes available without having to change the existing account's priority number.*

▪ **ALTERNATE ACCOUNT**
Enter the eight (8) digit account number that can support the primary account.

▪ **ALTERNATE DEPARTMENT**
This field defaults to your department.

If you are creating an account in your department, leave this field blank.

Use only if you are authorized to create an alternate account within another department.

▪ **ORG**
This field defaults to your org.

If you entered a department other than your own in the Alternate Department field, you MUST enter a valid four (4) character organization code in the Org field.

III. Statutory Rules: 01 –Alternate Account Rule – Add Function

Adding Additional Alternate Accounts – Rule 01

To add additional alternate accounts:

For each alternate account you want to add, repeat the previous instructions on completing the fields.

If you fill the screen, press **< F8 >** or **<Alt> and <8>** to save your entries and bring up a new screen for entry. You may make up to 99 entries.

Saving Information

Before you press <ENTER> to save your entries in the system, carefully check your entries for accuracy.

After you press <ENTER> you can use the Modify option to change only the Priority field. To correct any other error, you must select Modify and delete the record. Then you must select the Add option and re-enter the account information.

▪ Press **<ENTER>.**

III. Statutory Rules: 01 –Alternate Account Rule – Modify & Delete Function

Modify/ Delete Alternate Accounts Table – Rule 01

The modify function allows a department to: (1) update the priority field for pending records, and (2) delete pending records.

Records appear in order of Distributed Account, Status, Priority, Alternate Account, Alternate Department, and Organization for the current or specified fiscal year and department.

Modify Alternate Accounts Table – Rule 01

To modify the Priority field:

1. Highlight the number in the priority field to be changed.

2. Type a new number.

   NOTE: You cannot have duplicate priority entries. If you change the priority number for one account, remember to change the number of the account you originally assigned that priority number to.

3. After all entries are completed, press **<ENTER>.**

```
Modify/Delete alternate account rules, or use PFkeys to exit.

 VRULM01M  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress   9/29/2000
 CTRAEY                  Maintain PCRS Rules Table                    11:42 AM
 ------------------------------------------------------------------------------
     Modify/Delete Distributed Account Funds Availability Alternate Accounts

 Fiscal Year: 2000 Dept: WTD

  Del      Dist Acct       Status   Priority    Alt Acct     Alt Dept   Org
   _       9790 - 0200       A          1       9790 - 0109    WTD
   _                         A          2       9790 - 0110    WTD
   _                         D                  9790 - 0000    WTD
   _
   _
   _
   _
   _
   _
   _

  Next: Dist Acct: ____ - ____                              END OF DATA
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help  Reset Exit                     Back  Frwd  Prior            Menu
```

Maintain PCRS Rules Table: Modify/Delete Distributed Account Funds Availability Alternate Accounts screen

III. Statutory Rules: 01 –Alternate Account Rule – Modify & Delete
Function

**Delete
Alternate
Accounts
Table –
Rule 01**

To delete an entry:

1. In the Delete (DEL) field, type a character.

3. Press **<ENTER>.**

```
Modify/Delete alternate account rules, or use PFkeys to exit.

 VRULM01M  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress    9/28/2000
 CTRAEY                      Maintain PCRS Rules Table                   2:00 PM
---------------------------------------------------------------------------
    Modify/Delete Distributed Account Funds Availability Alternate Accounts

 Fiscal Year: 2000 Dept: LTD

  Del      Dist Acct     Status    Priority    Alt Acct    Alt Dept   Org
   X       8790 - 0200      A          1       8790 - 0109    LTD
   _                        A          2       8790 - 0110    LTD
   _                        D                  8790 - 0000    LTD
   _
   _
   _
   _
   _
   _
   _

 Next: Dist Acct: ____ - ____                               END OF DATA
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                      Back  Frwd  Prior         Menu
```

*Maintain PCRS Rules Table: Modify/Delete Distributed Account Funds
Availability Alternate Accounts screen*

III. Statutory Rules: 01 –Alternate Account Rule – List Function

List Alternate Accounts Table – Rule 01

The list function allows a department to display all the alternate accounts it has created.

This is a view only screen. The records are in order of specified fiscal year and department.

```
VRULM01L  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress    9/28/2000
CTRAEY                      Maintain PCRS Rules Table                   2:02 PM
-------------------------------------------------------------------------------
             List Distributed Account Funds Availability Alternate Accounts

   Fiscal Year: 2000 Dept: LTD

             Dist Acct      Status    Priority    Alt Acct    Alt Dept   Org
             8790 - 0200      A          1        8790 - 0109    LTD
                              A          2        8790 - 0110    LTD
                              D                   8790 - 0000    LTD




   Next: Dist Acct: ____ - ____                               END OF DATA
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
   Done  Help      Exit                      Back  Frwd  Prior            Menu
```

Maintain PCRS Rules Table: List Distributed Account Funds Availability Alternate Accounts screen

▪ After viewing the screen, press **<ENTER>.**

III. Statutory Rules: 01 –Alternate Account Rule – List By Status Function

List by Status Alternate Account Table – Rule 01

The list by status function allows users to view all records for the rule in order of status. Pending (P) records appear first, approved (A) second and disapproved (D) last. In each status, records are listed by Fiscal Year, Department, Distributed Account, Priority, Alternate Account, Alternate Department and Org.

```
 0 alternated account rules have been successfully modified.

 VRULM01S  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress    9/28/2000
 CTRAEY                     Maintain PCRS Rules Table                    2:05 PM
 -----------------------------------------------------------------------------
     List By Status Distributed Accounts Funds Availability Alternate Accounts

                                               Alt         Alt
 Status     FY     Dept     Dist Acct  Priority   Acct       Dept     Org
    A      2000    DDD     9504 - 0032     1    9504 - 0101   DDD
    A      2000    MMM     8790 - 0200     1    8790 - 0109   MMM
    A      2000    MMM     8790 - 0200     2    8790 - 0110   MMM
    A      2000    OOO     6410 - 1000     1    6440 - 0010   OOO
    D      2000    DDD     9504 - 0032          9504 - 0001   DDD
    D      2000    DDD     9504 - 0032          9504 - 0100   DDD
    D      2000    DDD     9504 - 0032          9504 - 9604   DDD
    D      2000    MMM     8790 - 0200          8790 - 0000   MMM
    D      2000    OOO     6440 - 0010          6420 - 1400   OOO




 Next: Status: _ FY: ____ Dept: ___ Dist Acct: ____ - ____      END OF DATA
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help  Reset Exit             Wndw  Back  Frwd  Prior              Menu
```

Maintain PCRS Rules Table: List By Status Distributed Account Funds Availability Alternate Accounts screen

Navigation

This is a view only option, however, you can reposition the list. To reposition the list:

1. Make an entry in the **Next Status, FY, Dept** or **Dist Acct** fields at the bottom of the screen.

2. Press **<ENTER>.**

Response: The first record meeting your requirements appears as the first entry on the screen.

III. Statutory Rules: 01 –Alternate Account Rule – List By Status Function

You can view all rules for a single highlighted record. To do this:
1.   Move your cursor to a record,

2.   Press **< F6 >** or **<Alt> and <6>.**

```
VRULM01S  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress   9/28/2000
 CTRAEY                       Maintain PCRS Rules Table                2:10 PM
--------------------------------------------------------------------------------
   List By Status Distributed Accounts Funds Availability Alternate Accounts

                                                  Alt         Alt
 Status   FY    Dept    Dist Acct   Priority      Acct        Dept      Org
    A    1999   BBC     7502 - 9709     1       7502 - 9702   BBC
    A    1999   DVC     8900 - 0010     1       8900 - 0011   DVC
    A    1999   GPH     4540 - 0900     1       4590 - 0900   GPH
    A    1999   GPH     4590 - 0902     1       4590 - 0900   GPH
    A    1999   FPW     6033 - 9617     1       6033 - 9717   FPW
    A    1999   FPW     6033 - 9617     2       6035 - 9517   FPW
    A    1999   FPW     6033 - 9617     3       6033 - 9517   FPW
    A    1999   FPW     6033 - 9617     4       6033 - 9117   FPW
    A    1999   FPW     6033 - 9617     5       6033 - 9569   FPW
    A    1999   FPW     6033 - 9617     6       6035 - 9569   FPW


 Next: Status: _ FY: ____ Dept: ___ Dist Acct: ____ - ____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

```
VRULM01S  **** P C R S **** (SYSTEM TEST)  TES    Fy    Dpt    Account
 CTRAEY                       Maintain PCRS Rules Ta   1999   FPW   6033-9617
------------------------------------------   -------- Alternate --------
   List By Status Distributed Accounts Funds A  Sts Prty    Account    Dpt
                                                 A    1   6033 - 9717 FPW
                                                 A    2   6035 - 9517 FPW
 Status   FY    Dept    Dist Acct   Priority     A    3   6033 - 9517 FPW
    A    1999   BBC     7502 - 9709     1         A    4   6033 - 9117 FPW
    A    1999   DVC     8900 - 0010     1         A    5   6033 - 9569 FPW
    A    1999   GPH     4540 - 0900     1         A    6   6035 - 9569 FPW
    A    1999   GPH     4590 - 0902     1         A    7   6036 - 9617 FPW
    A    1999   FPW     6033 - 9617     1         A    8   6033 - 9577 FPW
    A    1998   FPW     6033 - 9617     2
    A    1999   FPW     6033 - 9617     3
    A    1999   FPW     6033 - 9617     4
    A    1999   FPW     6033 - 9617     5
    A    1998   FPW     6033 - 9617     6


 Next: Status: _ FY: ____ Dept: ___ Dist Acct: ____ - ____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help  Reset Exit              Wndw  Back  Frwd  Prior            Menu
```

You can scroll through the records by pressing **< F7 >** or **<Alt> and <7>** for the previous screen, or **< F8 >** or **<Alt> and <8>** for the next screen. If there is no further data, pressing these keys will close the window.

You can also close the window by pressing **< ENTER >** or any **<F>** key.

III. Statutory Rules: 02 – Account Specific Rule – Add Function

Account Specific Rule – Rule 02

The account specific rule function allows a department to request that PCRS not check the uncommitted and/or unexpended balances on a specific account. This rule is used in determining the least restrictive controls during PCRS funds availability processing. It has limited applicability – a retained revenue account, or an account with authorizing language.

The add account specific table sets controls for specific department accounts. If an account number was entered in the Rules Subsystem Main Menu screen, that number appears as the first **Account** field on this screen.

```
 Add account specific rules, or use PFkeys to exit.

 VRULM02A  **** P C R S ****  (SYSTEM TEST)   TEST: Work In Progress   7/29/1999
 CTRAEY                    Maintain PCRS Rules Table                      3:16 PM
 -------------------------------------------------------------------------------
                        Add Account Specific Table

 Fiscal Year: 2000 Department: XYZ

                                    --- Check Balance (y/n) ---
                   Account Number    Uncommitted      Unexpended
                    8900 - 0010          _               _
                    ____ - ____          _               _
                    ____ - ____          _               _
                    ____ - ____          _               _
                    ____ - ____          _               _
                    ____ - ____          _               _
                    ____ - ____          _               _
                    ____ - ____          _               _
                    ____ - ____          _               _
                    ____ - ____          _               _
                    ____ - ____          _               _

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help  Reset Exit                         Frwd  Prior              Menu
```

Maintain PCRS Rules Table: Add Account Specific Table screen

III. Statutory Rules: 02 –Account Specific Rule – Add Function

**Add
Account
Specific
Table
Procedure –
Rule 02**

Complete the following fields:

▪ **ACCOUNT NUMBER**
Pre-filled.

If this field is not pre-filled, enter the eight (8) digit number for the first account to be added.

▪ **UNCOMMITTED**
Enter **<y>** to check the uncommitted balance as it appears in MMARS APR2 screen.

OR

Enter **<n>** if the department does not want this balance checked.
NOTE: This field is required for each account.

▪ **UNEXPENDED**
Enter **<y>** to check the unexpended balance as it appears in MMARS APR2 screen.

OR

Enter **<n>** if the department does not want this balance checked.
NOTE: This field is required for each account.

**Adding
Additional
Alternate
Accounts –
Rule 02**

To add additional alternate accounts:

▪ For each alternate account you want to add, repeat the previous instructions on completing the fields.

If you fill the screen, press **< F8 >** or **<Alt> and <8>** to save your entries and bring up a new screen for entry. You may make up to 99 entries.

III. Statutory Rules: 02 –Account Specific Rule – Add Function

Saving Information

Before you press <ENTER> to save your entries in the system, carefully check your entries for accuracy.

After you press <ENTER> you can use the Modify option to change only the Priority field. To correct any other error, you must select Modify and delete the record. Then you must select the Add option and re-enter the account information.

▪ Press **<ENTER>.**

```
Add account specific rules, or use PFkeys to exit.

VRULM02A  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress  9/28/20
CTRAEY                   Maintain PCRS Rules Table                    2:22
-----------------------------------------------------------------------------
                          Add  Account Specific Table

Fiscal Year: 2000 Department: XYZ

                                  --- Check Balance (y/n) ---
              Account Number     Uncommitted     Unexpended
              8900 - 0010            N               N
              ____ - ____           _               _
              ____ - ____           _               _
              ____ - ____           _               _
              ____ - ____           _               _
              ____ - ____           _               _
              ____ - ____           _               _
              ____ - ____           _               _
              ____ - ____           _               _
              ____ - ____           _               _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
Done  Help  Reset Exit                        Frwd  Prior              Menu
```

III. Statutory Rules: 02 –Account Specific Rule – Modify & Delete Function

Modify/ Delete Account Specific Rule – Rule 02

The modify function allows a department to: (1) modify uncommitted/unexpended field on pending records, and (2) delete pending records.

Records appear in order of account for the current or selected fiscal year and department.

Modify Account Specific Rule – Rule 02

To modify a pending record:

1. Highlight the uncommitted/unexpended field(s) to be changed.

2. Change the uncommitted/unexpended field(s).

3. After all entries are completed, press **<ENTER>.**

```
 Modify/Delete account specific rules, or use PFkeys to exit.

 VRULM02M   **** P C R S **** (SYSTEM TEST)   TEST: Work In Progress   7/29/1999
 CTRAEY                    Maintain PCRS Rules Table                      3:18 PM
 -------------------------------------------------------------------------------
                     Modify/Delete Account Specific Table

 Fiscal Year: 2000 Dept: XYZ
                                            --- Check Balance (y/n) ---
  Del            Account         Status     Uncommitted        Unexpended
   _            8900 - 0010         A            Y                  N
   _
   _
   _
   _
   _
   _
   _
   _
   _

 Next: Acct: ____ - ____                                          END OF DATA
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help  Reset Exit                     Back  Frwd  Prior             Menu
```

Maintain PCRS Rules Table: Modify/Delete Account Specific Table screen

III. Statutory Rules: 02 – Account Specific Rule – Modify & Delete Function

Delete Account Specific Rule – Rule 02

To delete an entry:

1. In the Delete (DEL) field, type a character.

3. Press **<ENTER>.**

```
Modify/Delete account specific rules, or use PFkeys to exit.

 VRULM02M  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress  9/28/2000
 CTRAEY                     Maintain PCRS Rules Table                     2:31
PM
 ------------------------------------------------------------------------------
-
                    Modify/Delete Account Specific Table

 Fiscal Year: 2001 Dept: TTC
                                      --- Check Balance (y/n) ---
   Del             Account        Status   Uncommitted     Unexpended
    _            0504 - 0000        P           Y              N
    X            0504 - 0001        P           N              N
    _            0504 - 0032        P           Y              N
    _
    _
    _
    _
    _
    _
    _

 Next: Acct: ____ - ____                                       END OF DATA
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
  -Done  Help  Reset Exit                      Back  Frwd  Prior          Menu
```

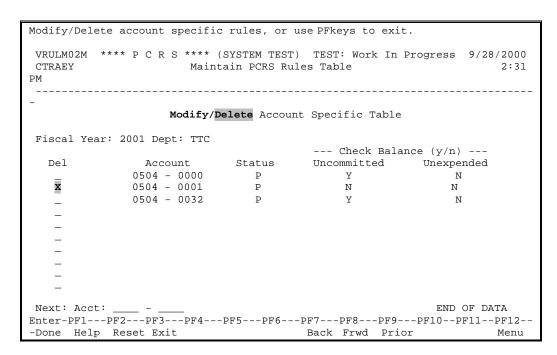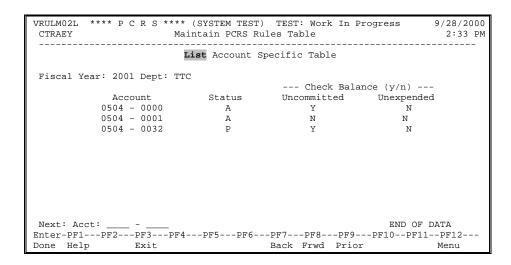*Maintain PCRS Rules Table: Modify/Delete Account Specific Table screen*

III. Statutory Rules: 02 – Account Specific Rule – List Function

List Account Specific Rule – Rule 02

The list function allows a department to display all records for this rule.

This is a view only screen. The records are in order of account for the current or selected fiscal year and department.

```
VRULM02L  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress    9/28/2000
 CTRAEY                    Maintain PCRS Rules Table                     2:33 PM
 -----------------------------------------------------------------------------
                         List Account Specific Table

  Fiscal Year: 2001 Dept: TTC
                                            --- Check Balance (y/n) ---
              Account           Status      Uncommitted      Unexpended
              0504 - 0000         A             Y                N
              0504 - 0001         A             N                N
              0504 - 0032         P             Y                N




 Next: Acct: ____ - ____                                         END OF DATA
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help      Exit                      Back  Frwd  Prior              Menu
```

Maintain PCRS Rules Table: List Account Specific Table screen

Navigation

This is a view only option, however, you can reposition the list. To reposition the list:

1. Enter an account number in the *Next:Acct* field at the bottom left of the screen.

2. Press **<ENTER>.**

   Response: The account you chose is the first entry on the screen.

III. Statutory Rules: 02 –Account Specific Rule – List By Status Function

List By Status Account Specific Rule – Rule 02

The list by status function allows users to view all records for the rule in order of status. Pending (P) records appear first, approved (A) second, and not approved (D) last.   Within each status group, records are displayed in order of Fiscal Year, Department and Account Number.

```
VRULM02S   **** P C R S **** (SYSTEM TEST)  TEST:  Work In Progress   7/29/1999
CTRAEY                       Maintain PCRS Rules Table                  3:21 PM
-------------------------------------------------------------------------------
                        List By Status Account Specific Table

                                           --- Check Balance (y/n) ---
Status    FY     Dept       Account        Uncommitted       Unexpended
   P     2000    XYZ      4510 - 0615          N                 N
   P     2000    XYZ      4510 - 0616          N                 N
   P     2000    XYZ      4510 - 0712          N                 N
   P     2000    XYZ      4516 - 0263          N                 N
   P     2000    XYZ      4518 - 0200          N                 N
   P     2000    XYZ      4590 - 0912          N                 N
   P     2000    XYZ      1790 - 0107          N                 N
   P     2000    XYZ      1790 - 0200          Y                 N
   P     2000    XYZ      1790 - 0300          N                 N
   P     2000    XYZ      1790 - 0400          Y                 N


Next: Status: _ FY: ___ Dept: ___ Acct: ____ - ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                    Back  Frwd  Prior            Menu
```

Maintain PCRS Rules Table: List by Status Account Specific Table screen

Navigation

This is a view only option, however, you can reposition the list.   To reposition the list:

1. Make an entry in the **Next: Status, FY, Dept** and **Acct** fields at the bottom of the screen.
2. Press **<ENTER>.**

   Response: The first record meeting your requirements appears as the first entry on the screen.

III. Statutory Rules: 05 - 07 –Position Assigned Rules 1 - 3 – Add Function

Position Assigned Rules 1 - 3

Statutory Rules 5, 6, and 7 are position assigned rules 1, 2, and 3 respectively. Position Assigned Rules 1, 2 and 3 are similar, therefore, they are discussed together.

All position assigned rules in this section involve charging positions to accounts.

POSITION ASSIGNED RULE #1.
Use this rule to request that a single position be allowed to distribute to more than one (1) MMARS account.

POSITION ASSIGNED RULE #2
Use this rule to request that payroll charges for any position in an Org be allowed to distribute to one (1) or more authorized account(s).

POSITION ASSIGNED RULE #3
Use this rule to request that any/all positions in an account be allowed to distribute to one (1) or more authorized account(s).

NOTE: Comptroller approval of position assigned rules is the first step in the process of getting PCRS to redistribute payroll charges for . your department. After authorization, you need to implement the rules by modifying PCRS Labor default screens, exception screens, or both.

Add Position Assigned Rules 1 - 3

NOTE: This section will detail instructions for Rules Table 05, Position Assigned Rule # 01. Instructions for completing the other two (2) Position Assigned Rules – 02 and 03 – are similar. The differences are when you choose the specific rule in the Rules Subsystem Main Menu. The initial screen will contain:

- Rule # 06 (Position Assigned Rules #02) – Account and Org

- Rule #7 (Position Assigned Rule #03) – Account

III. Statutory Rules: 05 - 07 – Position Assigned Rules 1 - 3 – Add Function

```
Add charge accounts, or use PFkeys to exit.

VRULM05A  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/30/1999
CTRAEY                    Maintain PCRS Rules Table                    11:55 AM
-------------------------------------------------------------------------------
                  Add Charge Accounts To a Position Number

     Fiscal Year: 2000 Dept: XYZ Pos Acct: 7006 - 0060 Position: 00021


            Charge Account      Charge Dept      Limit Percent
            ____ - ____            ___             _____
            ____ - ____            ___             _____
            ____ - ____            ___             _____
            ____ - ____            ___             _____
            ____ - ____            ___             _____
            ____ - ____            ___             _____
            ____ - ____            ___             _____
            ____ - ____            ___             _____
            ____ - ____            ___             _____

 Next: Pos Acct: ___ - ___ Position: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help  Reset Exit                         Frwd  Prior                Menu
```

*Maintain PCRS Rules Table: Add Charge Accounts To A Position Number
screen*

NOTE: The current information is in the header at the top of the screen.

Complete the following fields:

- **CHARGE ACCOUNT**
  Enter the first account you want the charges charged to.

- **CHARGE DEPT**
  This field is pre-filled with the department recorded in the header.

  If it needs to be changed, enter the three (3) character department
  code.

III. Statutory Rules: 05 - 07 – Position Assigned Rules 1 - 3 – Add Function

- **LIMIT PERCENT**
  This field defaults to 100%. It is informational only. Use as a reference for how much payroll should be distributed to another account.

  Entering an amount less than 100% does not affect the amount you can actually charge to the account. Actual limits are imposed on the default and exceptions screens.

Adding Additional Position Assigned Rules 1 - 3

To add additional position assigned accounts:

- For each additional account, repeat the previous instructions on completing the fields.

- If you are distributing charges across more than ten (10) accounts, after adding the tenth account information, press **< F8 >** or **<Alt> and <8>** to save your entries and bring up a new screen for entry. You may make up to 99 entries.

- If you are in Position Assigned Rule #1, you can make entries for multiple positions without returning to the Rules Subsystem Main Menu. To do this, enter the Position number and/or the Account number you want in the **Next Pos-Acct and Position** fields at the bottom of the screen. Press **<ENTER>** to move to a new screen for that account and position.
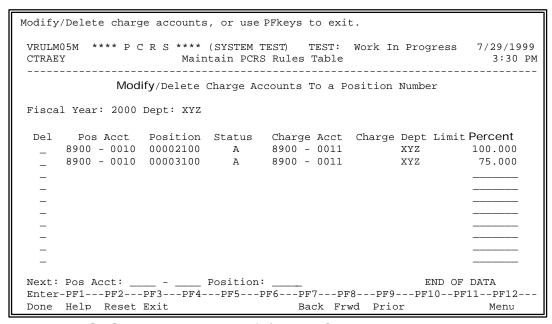
Saving Information

Before you press <ENTER> to save your entries in the system, carefully check your entries for accuracy.

- Press **<ENTER>.**

III. Statutory Rules: 05 - 07 –Position Assigned Rules 1 - 3 – Modify/Delete Function

**Modify/
Delete
Position
Assigned
Rules – 01 -
03**

The modify function allows a department to: (1) modify the limit percent of pending records, and (2) delete pending records.

NOTE: The screen display differs slightly depending on the option you are in. Each screen functions exactly the same way. The difference is in the display order of the fields.

```
Modify/Delete charge accounts, or use PFkeys to exit.

VRULM05M  **** P C R S **** (SYSTEM TEST)   TEST: Work In Progress   7/29/1999
CTRAEY                    Maintain PCRS Rules Table                      3:30 PM
--------------------------------------------------------------------------------
                Modify/Delete Charge Accounts To a Position Number

Fiscal Year: 2000 Dept: XYZ

 Del    Pos Acct    Position   Status    Charge Acct   Charge Dept Limit Percent
  _     8900 - 0010  00002100    A        8900 - 0011      XYZ           100.000
  _     8900 - 0010  00003100    A        8900 - 0011      XYZ            75.000
  _                                                                     _____
  _                                                                     _____
  _                                                                     _____
  _                                                                     _____
  _                                                                     _____
  _                                                                     _____
  _                                                                     _____
  _                                                                     _____

Next: Pos Acct: ____ - ____  Position: _____              END OF DATA
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                     Back Frwd  Prior            Menu
```

Maintain PCRS Rules Table: Modify/Delete Charge Accounts To A Position Number screen

**Modify
Account
Specific
Rules – 01 -
03**

To modify a pending record:

1. Highlight the limit percent to be changed.

2. Change the limit percent.

3. After all entries are completed, press **<ENTER>.**

III. Statutory Rules: 05 - 07 –Position Assigned Rules 1 - 3 – Modify/Delete Function

Delete Position Assigned Rules – 01 - 03

To delete an entry:

1. In the Delete (DEL) field, type a character. The rule must be in PEND Status to delete.
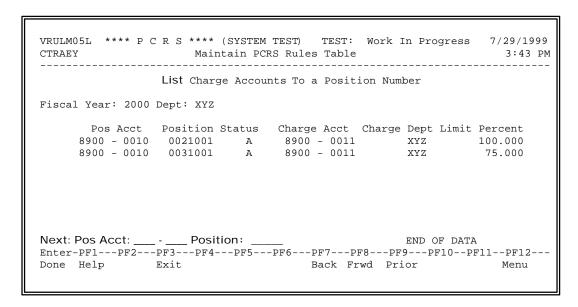
2. Press **<ENTER>.**

```
Modify/Delete charge accounts, or use PFkeys to exit.

VRULM05M  **** P C R S **** (SYSTEM TEST)   TEST: Work In Progress  7/29/1999
CTRAEY                    Maintain PCRS Rules Table                   3:30 PM
-------------------------------------------------------------------------------
              Modify/Delete Charge Accounts To a Position Number

Fiscal Year: 2000 Dept: XYZ

 Del    Pos Acct   Position   Status   Charge Acct   Charge Dept Limit Percent
  X   8900 - 0010  00002100     P      8900 - 0011      XYZ           100.000
  _   8900 - 0010  00003100     A      8900 - 0011      XYZ           100.000
  _                                                                   _____
  _                                                                   _____
  _                                                                   _____
  _                                                                   _____
  _                                                                   _____
  _                                                                   _____
  _                                                                   _____
  _                                                                   _____

Next: Pos Acct: ____ - ____ Position: _____              END OF DATA
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                     Back Frwd  Prior            Menu
```

Maintain PCRS Rules Table: Modify/Delete Charge Accounts To A Position Number screen

III. Statutory Rules: 05 - 07 – Position Assigned Rules 1 - 3 – List Function

**List
Account
Specific
Rules – 01 -
03**

The list function allows a department to display all records for a department and fiscal year for this rule.

This is a view only screen. The records for a department are in order of position account, position, status, charge account, and department.

```
VRULM05L  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                    Maintain PCRS Rules Table                      3:43 PM
--------------------------------------------------------------------------------
                    List Charge Accounts To a Position Number

Fiscal Year: 2000 Dept: XYZ

         Pos Acct    Position Status    Charge Acct   Charge Dept Limit Percent
        8900 - 0010   0021001     A      8900 - 0011      XYZ           100.000
        8900 - 0010   0031001     A      8900 - 0011      XYZ            75.000




Next: Pos Acct: ___ - ___ Position: _____               END OF DATA
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help      Exit                    Back Frwd Prior               Menu
```

Maintain PCRS Rules Table List Charge Accounts To A Position Number screen

III. Statutory Rules: 05 - 07 – Position Assigned Rules 1 - 3 – List Function

Navigation   This is a view only option. To view specific information not displayed on the screen, at the bottom of the screen:

POSITION ASSIGNED RULE #1
Enter account numbers in **Next:Pos Acct**: and **Position** fields.

POSITION ASSIGNED RULE #2
Enter account numbers in **Next Org** and **Pos-Acct**: fields.

POSITION ASSIGNED RULE #3
Enter an account number in **Next Pos-Acct:** field.

▪ Press **<ENTER>.**
Response: The screen containing the information you chose appears.

▪ After viewing the screen, press **<ENTER>.**

III. Statutory Rules: 05 - 07 – Position Assigned Rules 1 - 3 – List By Status Function

List By Status Position Assigned Rules – 01 - 03

The list by status function allows users to view all records for the rule in order of status. Records are listed in order of:

POSITION ASSIGNED RULE #1
Status, fiscal year, department, position account, position, charge account, charge department, and limit percent.

POSITION ASSIGNED RULE #2
Status, fiscal year, department, org, position account, charge account, charge department, and limit percent.

POSITION ASSIGNED RULE #3
Status, fiscal year, department, position account, charge account, charge department, and limit percent.

```
VRULM05S  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress  7/29/1999
CTRAEY                     Maintain PCRS Rules Table                    3:46 PM
-------------------------------------------------------------------------------
             List By Status Position Assigned Account Rule #1

                        Position                 Charge    Charge    Limit
Status    FY   Dept      Acct       Position      Acct      Dept    Percent
   P     2000  XYZ    4500 - 1000   00009050   4512 - 9400   XYZ     33.000
   P     2000  XYZ    4500 - 1000   00009050   4513 - 9018   XYZ     33.000
   P     2000  XYZ    4500 - 2000   00009205   4510 - 0113   XYZ    100.000
   P     2000  XYZ    4500 - 2000   00009292   4513 - 9022   XYZ    100.000
   P     2000  XYZ    4510 - 0710   00009132   4510 - 5095   XYZ    100.000
   P     2000  XYZ    4512 - 0179   00009147   4512 - 0180   XYZ     50.000
   P     2000  XYZ    4518 - 0136   00009002   4502 - 1012   XYZ    100.000
   P     2000  XYZ    8315 - 1000   00000001   8312 - 1000   XYZ     50.000
   P     2000  XYZ    8315 - 1000   00009060   8312 - 1000   XYZ     50.000
   P     2000  XYZ    7006 - 0080   00000082   7006 - 0070   XYZ    100.000


Next: Status: _       FY: ____ Dept: ___ Pos Acct: ____ - ____ Position: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit               Wndw  Back  Frwd  Prior              Menu
```

Maintain PCRS Rules Table List By Status Charge Accounts To A Position Number screen

III. Statutory Rules: 05 - 07 –Position Assigned Rules 1 - 3 – List By Status Function

Navigation   This is a view only option, however, you can reposition the list.   To reposition the list:

- Make an entry in the **Next: Status, FY, Dept, Pos Acct** or **Position** fields at the bottom of the screen.

- Press **<ENTER>.**

    Response: The first record meeting your requirements appears as the first entry on the screen.

You can view all rules for a single highlighted record. To do this:

1. Move your cursor to a record,

2. Press **< F6 >** or **<Alt> and <6>.**

You can scroll through the records by pressing **< F7 >** or **<Alt> and <7>** for previous screen, or **< F8 >** or **<Alt> and <8>** for next screen. If there is no further data, pressing these keys will close the window.

You can also close the window by pressing **< ENTER >** or any **<F>** key.

III. Statutory Rule: 08 – Position Assigned Rule 4 – Add Function

Position Assigned Rule 4

Statutory Rule 08 is also a position assigned rule.

Use this rule to request that any or all positions in your department be allowed to distribute to any other account in your department. Only a few departments are granted use this rule. It requires very flexible statutory language to be approved.

```
Enter 'Y' for Yes, or use PFkeys to exit.

VRULM08A  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                     Maintain PCRS Rules Table                     3:48 PM
-------------------------------------------------------------------------------
              Add All Positions To Charge To All Accounts Within a Dept

Fiscal Year: 2000 Dept:




                      Enter 'Y' for Yes: _




Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                               Prior               Menu
```

Maintain PCRS Rules Table: Add All Positions To Charge To All Accounts Within A Department screen

Add Position Assigned Rules 4

1. Enter **<Y>** in Enter Y for Yes field.

2. Press **<ENTER>.**
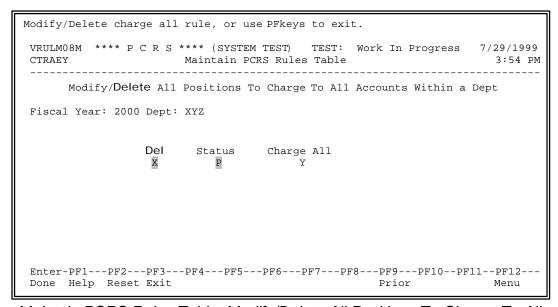   *NOTE: Use List By Status option to check CTR approval.*

III. Statutory Rule: 08 –Position Assigned Rule 4 – Modify/Delete Function

Delete Position Assigned Rule 4

To delete an entry:

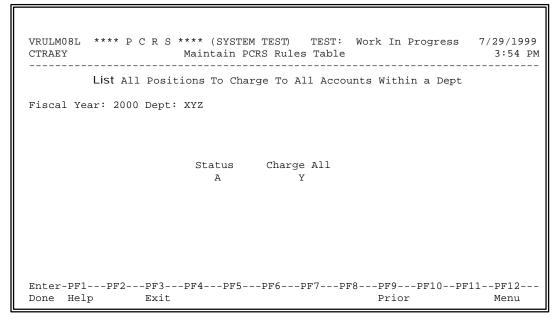1. In the Delete (DEL) field, type a character. Rule must be in PEND Status to delete.

2. Press **<ENTER>.**

NOTE: This function can be used only if the request is still pending.

```
Modify/Delete charge all rule, or use PFkeys to exit.

VRULM08M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                     Maintain PCRS Rules Table                    3:54 PM
-------------------------------------------------------------------------------
      Modify/Delete All Positions To Charge To All Accounts Within a Dept

Fiscal Year: 2000 Dept: XYZ


                   Del      Status     Charge All
                    X          P            Y







Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                              Prior              Menu
```

Maintain PCRS Rules Table: Modify/Delete All Positions To Charge To All Accounts Within A Department screen

III. Statutory Rule: 08 –Position Assigned Rule 4 – List Function

**List
Position
Assigned
Rule 4**

The list function allows a department to review its choice.

```
 VRULM08L  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
 CTRAEY                     Maintain PCRS Rules Table                     3:54 PM
 -------------------------------------------------------------------------------
          List All Positions To Charge To All Accounts Within a Dept

 Fiscal Year: 2000 Dept: XYZ




                            Status      Charge All
                              A             Y






 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help      Exit                                  Prior              Menu
```

*Maintain PCRS Rules Table: List All Positions To Charge To All Accounts
Within A Department screen*

After reviewing the screen, press **<ENTER>.**

SECTION IV: SECRETARIAT RULES

It is the secretariat's responsibility to publish a list of all values and codes it uses and to distribute the list to all appropriate personnel in the secretariat.

IV. Secretariat Rule: 09 –Secretariat Defined Labor Cost Category Headings

Secretariat Headings for Labor Cost Categories – Rule 09

Using this rule, a secretariat can create up to two (2) labor cost category headings for each department reporting to it. The headings are used in the Labor Distribution Subsystem of PCRS where employees' routine labor distribution work schedules (defaults) and exceptions are entered, and also on the time logs (HTIMELOG in Doc/ViewDirect).

The relevant labor distribution screens have fields labeled SECT-1 and SECT-2. If the secretariat creates headings for a department, PCRS will use those headings instead of SECT-1 and SECT-2 on the time collection screens and the time log report. Each department reporting to the secretariat will see the headings created for its use. If the secretariat chooses not to create headings for a department, users from that department will see the generic labels, SECT-1 and SECT-2.

The user can enter any value established by the secretariat as valid for the field. Valid entries are created using Secretariat Defined Table Options are Rules 10 and 11. Instructions for Rules 10 and 11 immediately follow this rule.

Creating headings and values for these fields does not make the fields required. Data entry for these fields is required only if the secretariat uses Non-Statutory Requirements, Rule 22, to require their use.

(Add) Enter Secretariat Headings for Labor Cost Categories – Rule 09

Use this function to (1) create, or (2) modify the two secretariat defined headings and to provide a description for each. The same screen will appear whether you select **A09** (add) or **M09** (modify) in the Rules Subsystem Menu Screen.

IV. Secretariat Rule: 09 –Secretariat Defined Labor Cost Category Headings – Add Function

```
Enter/modify Secretariat Defined Headings, or use PFkeys to exit.

VRULM09M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                      Maintain PCRS Rules Table                      4:07 PM
-------------------------------------------------------------------------------
          Enter/Modify Secretariat Defined Labor Cost Category Headings


Department: XYZ


                     Heading        Description
Secretariat-1:      _____     _____

Secretariat-2:      _____     _____






Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                                Prior                Menu
```

Maintain PCRS Rules Table: Enter/Modify Secretariat Defined Labor Cost Category Headings screen

NOTE: This screen appears whether you selected A09 or M09 in the Rules Subsystem Menu screen.

To (add) enter headings and descriptions:

1. In Secretariat-1 field, enter the first heading. It can be up to eight (8) Characters and/or special characters, such as an ampersand or dash.

2. Press **< TAB >.**
    Response: Cursor moves to the Description field.

3. Write a brief explanation of the heading. The explanation can be up to 30 characters long and may contain any letters, numbers or special characters you wish to use.
    NOTE: This explanation is required.

IV. Secretariat Rule: 09 –Secretariat Defined Labor Cost Category
Headings – Add Function

4.   If a second heading is needed, repeat steps 1 and 2.

5.   Press **<ENTER>.**

To create headings for another department, return to the Rules
Subsystem Main Menu screen and repeat the entire procedure

*NOTE: Headings apply only to the department specified in the Rules
Subsystem Main Menu screen. The department is pre-filled at
the top of the screen. Separate headings must be created for
each department even if you plan to use the same headings for
more than one (1) department.*

IV. Secretariat Rule: 09 –Secretariat Defined Labor Cost Category Headings – Modify Function

Modify Secretariat Headings for Labor Cost Categories – Rule 09

To modify an entry(ies):

1. Move the cursor to the entry to be changed.

2. Type over the existing entry.

3. Press **< ENTER >.**

```
VRULM09L  **** P C R S **** (SYSTEM TEST)   TEST: Work In Progress  7/29/1999
CTRAEY                        Maintain PCRS Rules Table                4:09 PM
-------------------------------------------------------------------------------
                Enter/Modify Secretariat Defined Labor Cost Category Headings


Department: XYZ


                   Heading      Description
Secretariat-1:    DIR CARE      DIRECT CARE OR OTHER

Secretariat-2:    LOCATION      CENTRAL LOCATION OR OTHER





Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help       Exit                               Prior               Menu
```

Maintain PCRS Rules Table: Enter/Modify Secretariat Defined Labor Cost Category Headings screen

IV. Secretariat Rule: 09 – Secretariat Defined Labor Cost Category Headings – List Function

List Secretariat Headings for Labor Cost Categories – Rule 09

The list function displays the Secretariat defined heading(s) and description(s) for the department chosen in the Rules Subsystem Main Menu. You cannot see headings for all departments at once.

This is a view only screen. To see headings for another department, you must return to the Rules Subsystem Main Menu screen, enter a different department code and select this option again.

```
VRULM09L  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                     Maintain PCRS Rules Table                    4:09 PM
--------------------------------------------------------------------------------
               List Secretariat Defined Labor Cost Category Headings

Department: XYZ

                  Heading      Description
Secretariat-1:    DIR CARE     DIRECT CARE OR OTHER

Secretariat-2:    LOCATION     CENTRAL LOCATION OR OTHER




Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help      Exit                                Prior            Menu
```

Maintain PCRS Rules Table: Enter/Modify Secretariat Defined Labor Cost Category Headings screen

After viewing the screen, press **<ENTER>.**

IV. Secretariat Rules: 10 and 11 – Secretariat Defined Tables – Add Function

Secretariat Defined Tables – Rules 10 and 11

BEFORE SELECTING RULE 10 OR 11, YOU MUST SELECT RULE 09 AND CREATE YOUR HEADINGS.

Using these tables a secretariat can define up to 99 valid entries for each of the headings created in Rule 09, Secretariat Defined Headings.

Entries using Rule 10, Sect-1, are valid for heading 01 created in Rule 09.

Entries using Rule 11, Sect-2, are valid for heading 02 created in Rule 09.

Each defined entry is a single labor cost value to be used by the department it was created for. Each set of entries is associated with the heading created for a single department. You cannot create a global list of entries for all departments.

```
Add Secretariat Defined Rules, or use PFkeys to exit.

VRULM10A  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress  7/29/1999
CTRAEY                    Maintain PCRS Rules Table                    4:11 PM
--------------------------------------------------------------------------------
                  Add Secretariat Defined 1 Table Values

Fiscal Year: 2000 Department: XYZ

            DIR CARE              Description
            _____      _____
            _____      _____
            _____      _____
            _____      _____
            _____      _____
            _____      _____
            _____      _____
            _____      _____
            _____      _____
            _____      _____
            _____      _____


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                          Frwd  Prior              Menu
```

Maintain PCRS Rules Table: Add Secretariat Defined 1 Table Values screen

IV. Secretariat Rules: 10 and 11 –Secretariat Defined Tables – Add Function

Add Secretariat Defined Tables – Rules 10 and 11

To complete this table:

1. In the first field on the left, enter the first valid code value for the heading. *EX.: "DIR CARE" [entered in Rule 09], is the first field on the left.*

   This is one of the codes you will choose from when completing the field defined in heading 1. The code may be up to eight (8) characters long and may include numbers, letters and special characters.

2. Enter a description explaining the code.
   EX.: The code is 01. The description is- "Indirect Care Costs".

   The description helps the user decide which code is the correct one to use. The description may be up to 30 characters long and may include numbers, letters and special characters. The description is required.

Adding Additional Secretariat Defined Tables – Rules 10 and 11

To add additional secretariat defined table values:

▪ For each additional value you want to add, repeat the previous instructions on completing the fields for up to ten (10) codes.

▪ If you are entering more than ten (10) values, press **< F8 >** or **<Alt> and <8>** to save your entries and bring up a new screen for entry. You may make up to 99 entries.
NOTE: Each entry must be unique.

Saving Information

3. Before you press <ENTER> to save entries in the system, carefully check the entries for accuracy.

4. Press **<ENTER>.**

IV. Secretariat Rules: 10 and 11 –Secretariat Defined Tables – Modify Function

Modify Secretariat Defined Tables – Rules 10 and 11

The modify function allows a department to: (1) modify – change – a description, and (2) delete an entry.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                                                                           │
│  Modify/Delete Secretariat Defined Rules, or use PFkeys to exit.          │
│                                                                           │
│  VRULM10M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999 │
│  CTRAEY                    Maintain PCRS Rules Table                     4:12 PM │
│  ------------------------------------------------------------------------------- │
│                  Modify/Delete Secretariat Defined 1 Table Values         │
│                                                                           │
│  Fiscal Year: 2000 Department: XYZ                                         │
│                                                                           │
│  Delete      DIR CARE       Description                                    │
│    _         D              DIRECT CARE_____                │
│    _         O              OTHER_____              │
│                                                                           │
│                                                                           │
│                                                                           │
│  Next Sect-1: _____                                  Start of data       │
│  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- │
│  Done  Help  Reset Exit                     Back  Frwd  Prior         Menu │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

Maintain PCRS Rules Table: Modify/Delete Secretariat Defined 1 Table Values screen

IV. Secretariat Rules: 10 and 11 –Secretariat Defined Tables – Modify Function

To modify an entry:

1. Highlight the information to be changed.

2. Change the information

To reposition the list to modify other entries:

- Press **<F8>** or **<F> and <8>** to move forward or type the value in the Next Sect-1 field at the bottom of the screen.

- Press **<ENTER>.**

    Response: The entry you requested appears as the first entry on the screen.

- Repeat the first two (2) steps.

3. After all entries are completed, press **<ENTER>.**

IV. Secretariat Rules: 10 and 11 – Secretariat Defined Tables – Delete Function

Delete Secretariat Defined Tables – Rules 10 and 11

To delete an entry:

1. In the Delete (DEL) field, type a character.

1. Press **<ENTER>.**

```
Modify/Delete Secretariat Defined Rules, or use PFkeys to exit.

VRULM10M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                     Maintain PCRS Rules Table                      4:12 PM
--------------------------------------------------------------------------------
                  Modify/Delete Secretariat Defined 1 Table Values

Fiscal Year: 2000 Department: XYZ


Delete      DIR CARE        Description
  X         D               DIRECT CARE_____
  _         O               OTHER_____




Next Sect-1: _____                                       Start of data
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                 Back  Frwd  Prior             Menu
```

Maintain PCRS Rules Table: Modify/Delete Secretariat Defined 1 Table Values screen

IV. Secretariat Rules: 10 and 11 – Secretariat Defined Tables – List Function

**List
Secretariat
Defined
Tables –
Rules 10
and 11**

The list function displays all values for a:
- Single heading
- Single department
- Selected fiscal year

If there are more than ten (10) items, press:
- **< F8 >** or **<F> and <8>** to move forward to the next screen of values
- **< F7 >** or **<F> and <7>** to move to the previous screen
                                     OR
- Type the value in the **Next Sect-1** field at the bottom of the screen and press **<ENTER>.**

This is a view only screen. If you created two (2) tables for each department, you must return to the Rules Subsystem Main Menu, enter a different department's code and select the List Table function.

```
VRULM10L  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                    Maintain PCRS Rules Table                      4:13 PM
-------------------------------------------------------------------------------
                   List Secretariat Defined 1 Table Values

Fiscal Year: 2000 Department: XYZ


          DIR CARE        Description
          D               DIRECT CARE
          O               OTHER








Next Sect-1: _____                                         Start of data
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help      Exit                      Back Frwd Prior                Menu
```

Maintain PCRS Rules Table: List Secretariat Defined 1 Table Values screen

After viewing the screen, press **<ENTER>.**

SECTION V: DEPARTMENT DEFINED RULES

It is the department's responsibility to publish a list of all values and codes it uses and to distribute the list to all appropriate personnel in the department. Using invalid values and codes will produce error messages.

Departments are responsible for keeping tables current and consistent with MMARS.

V. Department Rule: 12–Department Defined Labor Cost Category Headings

Department Defined Headings – Rule 12

Using this feature, a department can create up to six (6) labor cost category headings. Use this table when:

- Setting up defaults for a position's labor cost category

- Posting exceptions to routine labor distribution work schedules

When making an entry into each field, the user must use one (1) of the values defined in a department defined table. This permits the department to track labor cost information unique to its needs.

For example, the department may wish to track labor costs for a series of special projects to which resources are assigned on an "as needed" basis. Several employees may be involved in several of these projects, but none devote full time to them. To track costs for these projects, the department might create the heading 'Task' and the description describes the work performed by the employee. The values established for this heading might indicate special projects. By tracking labor costs assigned to each individual project, the department head knows how much of the costs of each project can be attributed to labor.

While the order headings are created is generally not important, it is important that you plan ahead before creating your first heading (Dept Def-1). FOR THIS HEADING ONLY. You can create an association between program codes and the department Defined-1 table codes. For example, you may specify that entries 5555 and 5566 are valid entries only if the program code on record is XYZ1. The 5555 and 5566 entries will not be accepted with any other program code. You can create this association between program codes and table codes using option 21, Program Codes/Dept-1 Table.

I.   Department Rule: 12–Department Defined Labor Cost Category
Headings – Add Function

(Add) Enter Department Defined Labor Cost Category Headings– Rule 12

Use this function to (1) create, or (2) modify department defined headings and to provide a description.

*NOTE: The same screen appears whether you select **A09** (add) or **M09** (modify) in the Rules Subsystem Menu Screen.*

```
Enter/modify Department Defined Headings, or use PFkeys to exit.

VRULM12M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                      Maintain PCRS Rules Table                    4:19 PM
--------------------------------------------------------------------------------
           Enter/Modify Department Defined Labor Cost Category Headings

Department: XYZ


                 Heading        Description
Dept-1:         _____        _____

Dept-2:         _____        _____

Dept-3:         _____        _____

Dept-4:         _____        _____

Dept-5:         _____        _____

Dept-6:         _____        _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                               Prior              Menu
```

Maintain PCRS Rules Table: Enter/Modify Department Defined Labor Cost Category Headings screen

V. Department Rule: 12–Department Defined Labor Cost Category
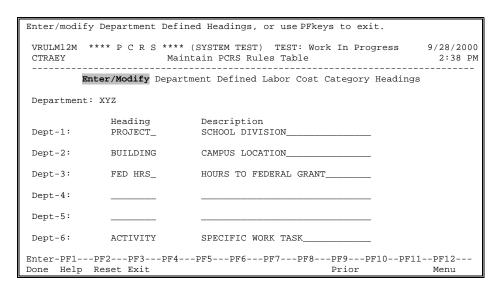Headings – Add Function

To (add) enter headings and descriptions:

1. In each department field needed, starting with Dept-1, enter a heading. It can be up to eight (8) characters and/or special characters, such as an ampersand or dash.

2. Press **< TAB >.**
   Response: Cursor moves to the description field.

3. Write a brief explanation of the heading.
   NOTE: This explanation is required.

4. Repeat steps 1 - 3 for each entry.

5. When all entries are complete, press **<ENTER>.**

V. Department Rule: 12–Department Defined Labor Cost Category
Headings – Modify Function

Modify
Department
Defined
Labor Cost
Category
Headings–
Rule 12

To modify an entry:

1. Highlight the information to be changed.

2. Change the information
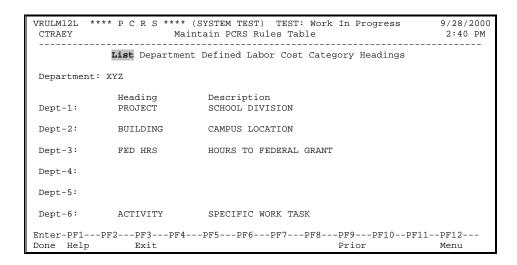
3. After all modifications are made, press **<ENTER>.**

```
┌─────────────────────────────────────────────────────────────────────┐
│ Enter/modify Department Defined Headings, or use PFkeys to exit.     │
│                                                                       │
│ VRULM12M  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress   9/28/2000 │
│ CTRAEY                     Maintain PCRS Rules Table              2:38 PM │
│ -------------------------------------------------------------------- │
│            Enter/Modify Department Defined Labor Cost Category Headings │
│                                                                       │
│ Department: XYZ                                                        │
│                                                                       │
│             Heading         Description                               │
│ Dept-1:     PROJECT_        SCHOOL DIVISION_____           │
│                                                                       │
│ Dept-2:     BUILDING        CAMPUS LOCATION_____           │
│                                                                       │
│ Dept-3:     FED HRS_        HOURS TO FEDERAL GRANT_____           │
│                                                                       │
│ Dept-4:     _____        _____           │
│                                                                       │
│ Dept-5:     _____        _____           │
│                                                                       │
│ Dept-6:     ACTIVITY        SPECIFIC WORK TASK_____            │
│                                                                       │
│ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- │
│ Done  Help  Reset Exit                              Prior           Menu │
└─────────────────────────────────────────────────────────────────────┘
```

Maintain PCRS Rules Table: Enter/Modify Department Defined Labor Cost
Category Headings screen

V. Department Rule: 12–Department Defined Labor Cost Category Headings – List Function

List Department Defined Labor Cost Category Headings– Rule 12

The list function lists all six department defined headings and their accompanying descriptions.

This is a view only function.

```
VRULM12L  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress    9/28/2000
  CTRAEY                      Maintain PCRS Rules Table                  2:40 PM
-------------------------------------------------------------------------------
             List Department Defined Labor Cost Category Headings

  Department: XYZ

                 Heading        Description
  Dept-1:        PROJECT        SCHOOL DIVISION

  Dept-2:        BUILDING       CAMPUS LOCATION

  Dept-3:        FED HRS        HOURS TO FEDERAL GRANT

  Dept-4:

  Dept-5:

  Dept-6:        ACTIVITY       SPECIFIC WORK TASK

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help      Exit                                Prior              Menu
```

Maintain PCRS Rules Table: List Department Defined Labor Cost Category Headings Screen

After viewing the screen, press **<ENTER>.**

V. Department Rules: 13 - 18–Department Defined Labor Cost Category Tables 1 - 6

Department Defined Labor Cost Category Tables– Rules 13 - 18

BEFORE SELECTING RULES 13-18, YOU MUST SELECT RULE 12 AND CREATE HEADINGS AND DESCRIPTIONS.

Using these tables, a department can define up to 99 valid entries for each heading created in Rule 12, Department Defined Headings. Entries made using rule 13, Dept-1 Table, are valid for Heading 1. Entries made using rule 14, Dept-2 Table, are valid for Heading 2, etc. Each entry you define is a single labor cost value used by your department.

NOTE: If you have six (6) headings, you must create six (6) tables.

```
Add Department Defined Rules, or use PFkeys to exit.

VRULM10A  **** P C R S **** (SYSTEM TEST)   TEST: Work In Progress  7/29/1999
CTRAEY                    Maintain PCRS Rules Table                  4:22 PM
--------------------------------------------------------------------------------
                   Add Department Defined 1 Table Values

Fiscal Year: 2000 Department: XYZ


         FACILITY          Description
         _____          _____
         _____          _____
         _____          _____
         _____          _____
         _____          _____
         _____          _____
         _____          _____
         _____          _____
         _____          _____
         _____          _____



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                        Frwd  Prior              Menu
```

Maintain PCRS Rules Table: Add Department Defined 1 Table Values screen

V. Department Rules: 13 - 18–Department Defined Labor Cost Category Tables 1 - 6 – Add Function

Add Department Defined Labor Cost Category Tables– Rules 13 - 18

To complete this table:

1. In the first field on the left, enter a value.
    EX.: In this example, the first field on the left is "Facility". The value entered is "BAY 3006".

    The value may be up to eight (8) characters long and may include numbers, letters and special characters.

    Note: for Rule 18 (Dept. Def-6) the value may be up to <u>13</u> characters long.

2. Enter a description explaining the value.
    EX.: The value is "BAY 3006". The description is- "Bay State Correctional".

    The description helps the user decide which value is the correct one to use. The description may be up to 30 characters long and may include numbers, letters and special characters. The description is required.

Add Additional Department Defined Labor Cost Category Tables– Rules 13 - 18

To add additional department defined table entries:

▪ For each additional value you want to add, for up to ten (10) values, repeat the previous instructions on completing the fields.

▪ If you are entering more than ten (10) values, after the tenth value, press **< F8 >** or **<Alt> and <8>** to save your entries and bring up a new screen for entry. You may make up to 99 entries.

   NOTE: Each entry must be unique.

Saving Information

3. Before you press <ENTER> to save entries in the system, carefully check the entries for accuracy.

4. Press **<ENTER>.**

V. Department Rules: 13 - 18–Department Defined Labor Cost Category Tables 1 - 6 – Modify Function

Modify Department Defined Labor Cost Category Tables– Rules 13 - 18

The modify function allows a department to: (1) modify – change – a description, and (2) delete an entry.

With this function you can change the description of a value only.

You cannot modify a value. If you wish to change it, you must delete it and then return to the add function and re-enter the value and description.

```
Modify/Delete Department Defined Rules, or use PFkeys to exit.

VRULM10M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                      Maintain PCRS Rules Table                      4:26 PM
--------------------------------------------------------------------------------
                   Modify/Delete Department Defined 1 Table Values

Fiscal Year: 2000 Department: XYZ

Delete      FACILITY        Description
  _         BAY 3006        BAY STATE CORRECTIONAL_____
  _         BOS 5042        BOSTON PRE RELEASE_____
  _         BRI 2018        OLD COLONY CORRECTIONAL_____
  _         BRI 2044        SOUTHEASTERN CORRECTIONAL_____
  _         BRI 6012        BRIDGEWATER COMPLEX_____
  _         BRI 6032        STATE HOSPITAL_____
  _         BRI 6052        TREATMENT CENTER_____
  _         BRI 6082        BOOT CAMP_____
  _         CCU 9003        COMMUNITY CORRECTIONS_____
  _         CEN 9001        CENTRAL ADMINISTRATION_____

Next Dept-1: _____                                        Start of data
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                   Back  Frwd  Prior              Menu
```

Maintain PCRS Rules Table: Modify/Delete Department Defined 1 Table Values screen

V. Department Rules: 13 - 18—Department Defined Labor Cost Category Tables 1 - 6 — Modify Function

To modify an entry:

1. Highlight the information to be changed.

2. Change the information

    Repeat steps 1 and 2 for all the entries to be changed.

3. Press **<ENTER>.**

V. Department Rules: 13 - 18–Department Defined Labor Cost Category Tables 1 - 6 – Delete Function

Delete Department Defined Labor Cost Category Tables– Rules 13 - 18

To delete an entry:

1. In the Delete (DEL) field, type a character.

2. Press **<ENTER>.**

```
Modify/Delete Department Defined Rules, or use PFkeys to exit.

VRULM10M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress  7/29/1999
CTRAEY                    Maintain PCRS Rules Table                     4:26 PM
--------------------------------------------------------------------------------
                  Modify/Delete Department Defined 1 Table Values

Fiscal Year: 2000 Department: XYZ


Delete      FACILITY        Description
  _         BAY 3006        BAY STATE CORRECTIONAL_____
  _         BOS 5042        BOSTON PRE RELEASE_____
  X         BRI 2018        OLD COLONY CORRECTIONAL_____
  _         BRI 2044        SOUTHEASTERN CORRECTIONAL_____
  _         BRI 6012        BRIDGEWATER COMPLEX_____
  _         BRI 6032        STATE HOSPITAL_____
  _         BRI 6052        TREATMENT CENTER_____
  _         BRI 6082        BOOT CAMP_____
  _         CCU 9003        COMMUNITY CORRECTIONS_____
  _         CEN 9001        CENTRAL ADMINISTRATION_____

Next Dept-1: _____                                     Start of data
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                     Back  Frwd  Prior          Menu
```

Maintain PCRS Rules Table: Modify/Delete Department Defined 1 Table Values screen

V. Department Rules: 13 - 18–Department Defined Labor Cost Category Tables 1 - 6 – List Function

List Department Defined Labor Cost Category Tables– Rules 13 - 18

The list function allows a department to list, in sequence, all values for a department and fiscal year. Values are shown for a single table only. You cannot see a global list of all values for all tables.

This is a view only screen.

To see additional values, press:

- **< F8 >** or **<F> and <8>** to move forward to the next screen of values
                OR
- Type the value in the **Next Dept-1** field at the bottom of the screen and press **<ENTER>.**

```
VRULM10L  **** P C R S **** (SYSTEM TEST)  TEST:  Work In Progress  7/29/1999
CTRAEY                    Maintain PCRS Rules Table                    4:27 PM
--------------------------------------------------------------------------------
                  List Department Defined 1 Table Values

Fiscal Year: 2000 Department: XYZ


            FACILITY       Description
            BAY 3006       BAY STATE CORRECTIONAL
            BOS 5042       BOSTON PRE RELEASE
            BRI 2018       OLD COLONY CORRECTIONAL
            BRI 2044       SOUTHEASTERN CORRECTIONAL
            BRI 6012       BRIDGEWATER COMPLEX
            BRI 6032       STATE HOSPITAL
            BRI 6052       TREATMENT CENTER
            BRI 6082       BOOT CAMP
            CCU 9003       COMMUNITY CORRECTIONS
            CEN 9001       CENTRAL ADMINISTRATION


Next Dept-1: _____                                        Start of data
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help        Exit                    Back  Frwd  Prior              Menu
```

Maintain PCRS Rules Table: List Department Defined 1 Table Values screen
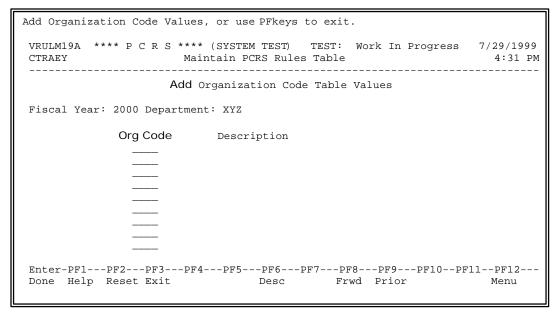
After viewing the screen, press **<ENTER>.**

V. Department Rule: 19–ORG Code Table: Add Function

**ORG Table
– Rule 19**

Use this feature to restrict the use of MMARS organization codes to those used by your department for labor cost reporting – both routine distribution and exceptions.

Organization (ORG) entries in this table must be valid in MMARS. If the user enters a code that is not valid for your department, the user will receive the following error message: "Org Code does not exist in MMARS." Using this rule will reduce data entry errors because the user will be able to enter only those codes that are valid for their department's labor cost reporting.

Codes can be entered in any order. The system will re-order them sequentially when user hits enter to save.

```
Add Organization Code Values, or use PFkeys to exit.

VRULM19A  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                       Maintain PCRS Rules Table                    4:31 PM
--------------------------------------------------------------------------------
                       Add Organization Code Table Values

Fiscal Year: 2000 Department: XYZ


              Org Code        Description
                ____
                ____
                ____
                ____
                ____
                ____
                ____
                ____
                ____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit               Desc      Frwd  Prior             Menu
```

Maintain PCRS Rules Table: Add Organization Code Table Values screen

V. Department Rule: 19–ORG Code Table: Add Function

Add ORG Table – Rule 19

To complete this table:

1. In the Org Code field, enter a valid four (4) digit MMARS organization code used by your department.

2. Press **<F6>** or **<F> and <6>**.
   This verifies that a correct code was entered and pre-fills the MMARS description field on the screen.
   NOTE: If you do not press <F6> or <F> and <6>, the description will
   Not appear on the add screen, however, it will appear on the
   Modify/delete and list screens.

Adding Additional *ORG Table Entries – Rule 19*

To add additional ORG table entries:

▪ For each additional code you want to add, after the tenth code, repeat the previous instructions on completing the fields for up to ten (10) codes.

▪ If you are entering more than ten (10) codes, press **< F8 >** or **<Alt> and <8>** to save your entries and bring up a new screen for entry.

Saving Information

3. Before you press <ENTER> to save entries in the system, carefully check the entries for accuracy.

4. Press **<ENTER>.**
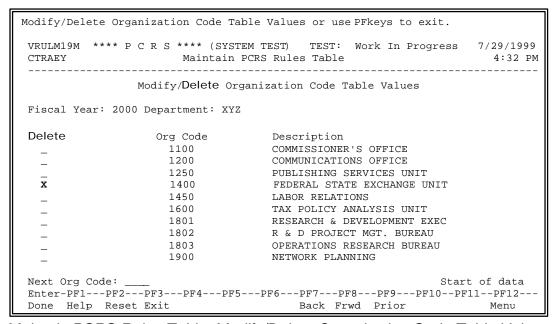
Maintain ORG Table – Rule 19 – Responsi-bility

It is the department's responsibility to maintain this table. If another ORG code is added in MMARS for your department, this table will not automatically update. For users to use the new code, it must be added to this table.

V. Department Rule: 19–ORG Code Table: Modify/Delete Function

Delete ORG Table – Rule 19

You cannot modify any fields in this table. If you make a mistake, delete the incorrect organization code, then return to the add function and add a correct entry.

The organization codes and descriptions appear in sequence.

```
Modify/Delete Organization Code Table Values or use PFkeys to exit.

VRULM19M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                    Maintain PCRS Rules Table                       4:32 PM
--------------------------------------------------------------------------------
                   Modify/Delete Organization Code Table Values

Fiscal Year: 2000 Department: XYZ


Delete              Org Code           Description
   _                  1100             COMMISSIONER'S OFFICE
   _                  1200             COMMUNICATIONS OFFICE
   _                  1250             PUBLISHING SERVICES UNIT
   X                  1400             FEDERAL STATE EXCHANGE UNIT
   _                  1450             LABOR RELATIONS
   _                  1600             TAX POLICY ANALYSIS UNIT
   _                  1801             RESEARCH & DEVELOPMENT EXEC
   _                  1802             R & D PROJECT MGT. BUREAU
   _                  1803             OPERATIONS RESEARCH BUREAU
   _                  1900             NETWORK PLANNING


Next Org Code: ____                                          Start of data
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                     Back  Frwd  Prior            Menu
```

Maintain PCRS Rules Table: Modify/Delete Organization Code Table Values screen

V. Department Rule: 19–ORG Code Table: Modify/Delete Function

As many as ten (10) codes at a time may be deleted.

To delete a code:
1. In the Delete (DEL) field, type a character for each code to be deleted.

2. If there are more than ten (10) items to be deleted, press:

- **< F8 >** or **<F> and <8>** to move forward to the next screen of codes
- **< F7 >** or **<F> and <7>** to move to the previous screen
                                OR
- Type the code in the **Next Org Code** field at the bottom of the screen and press **<ENTER>.**
  Response: The codes are repositioned with the selected code at the top of the list.

3. When all codes to be deleted are marked, press **<ENTER>.**

V. Department Rule: 19–ORG Code Table: List Function

List ORG Table – Rule 19

The list function allows a department to list, in sequence, all codes for a fiscal year and department. You selected the fiscal year and department in the Rules Main Menu screen.

This is a view only screen. The organization codes are displayed in numeric sequence.

Navigating List ORG Table – Rule 19

To reposition the list, press:
- **< F8 >** or **<F> and <8>** to move forward to the next screen of codes
- **< F7 >** or **<F> and <7>** to move to the previous screen

                                    OR
- Type the code in the **Next Org Code** field at the bottom of the screen and press **<ENTER>.**
  Response: The codes are repositioned with the selected code at the top of the list.

When all codes needed to be reviewed are reviewed, press **<ENTER>.**

```
VRULM19L  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                    Maintain PCRS Rules Table                     4:35 PM
-------------------------------------------------------------------------------
                     List Organization Code Table Values

Fiscal Year: 2000 Department: XYZ


              Org Code        Description
               1100           COMMISSIONER'S OFFICE
               1200           COMMUNICATIONS OFFICE
               1250           PUBLISHING SERVICES UNIT
               1400           FEDERAL STATE EXCHANGE UNIT
               1450           LABOR RELATIONS
               1600           TAX POLICY ANALYSIS UNIT
               1801           RESEARCH & DEVELOPMENT EXEC
               1802           R & D PROJECT MGT. BUREAU
               1803           OPERATIONS RESEARCH BUREAU
               1900           NETWORK PLANNING

Next Org Code: ____                                        Start of data
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help      Exit                    Back Frwd  Prior              Menu
```

Maintain PCRS Rules Table: List Organization Code Table Values screen

V. Department Rule: 20–Program Code Table: Add Function

**Program
Code Table
– Rule 20**

Using this feature restricts the entry of MMARS program codes to codes used by your department for labor cost reporting. When department users use PCRS, the codes entered here are the only program codes they will be allowed to use when entering employees' routine labor distribution work schedules and posting exceptions. Program code entries to this table must be valid in MMARS.

Program is not generally a required field. If you wish to make it required for your department, use option 22, Non-statutory Requirements.

**Add
Program
Code Table
– Rule 20**

Use this function to enter the MMARS program codes used by your department.

```
 Add Program Code Values, or use PFkeys to exit.

 VRULM19A  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
 CTRAEY                      Maintain PCRS Rules Table                      4:37 PM
 ------------------------------------------------------------------------------
                        Add Program Code Table Values

 Fiscal Year: 2000 Department: XYZ


                 Program Code       Description
                     ____
                     ____
                     ____
                     ____
                     ____
                     ____
                     ____
                     ____
                     ____
                     ____


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help  Reset Exit            Desc        Frwd  Prior             Menu
```

Maintain PCRS Rules Table: Add Program Code Table Values screen

V. Department Rule: 20–Program Code Table: Add Function

To complete this table:

1. In the Program Code field, enter a valid four (4) digit MMARS organization code used by your department.

2. Press **<F6>** or **<F> and <6>**.
   This verifies that a correct code was entered and pre-fills the MMARS description field on the screen.
   NOTE: If you do not press <F6> or <F> and <6>, the description will
   *   Not appear on the add screen, however, it will appear on the*
   *   Modify/delete and list screens.*

Adding Additional *Program Table Entries – Rule 20*

To add additional Program table entries:

▪ For each additional code you want to add, repeat the previous instructions on completing the fields for up to ten (10) codes.

▪ If you are entering more than ten (10) codes, after the tenth code, press **< F8 >** or **<Alt> and <8>** to save your entries and bring up a new screen for entry.

Saving Information

3. Before you press <ENTER> to save entries in the system, carefully check the entries for accuracy.
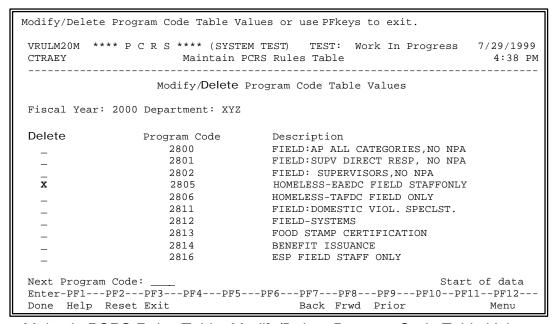
4. Press **<ENTER>.**

Maintain Program Table – Rule 20 – Responsibility

It is the department's responsibility to maintain this table. If another Program code is added in MMARS for your department, this table will not automatically update. For users to see the new code, it must be added to this table.

V. Department Rule: 20–Program Code Table: Modify/Delete Function

Delete Program Table – Rule 20

You cannot modify any fields in this table. If you make a mistake, delete the incorrect program code, then return to the add function and add a correct entry.

The program codes and descriptions appear in sequence.

```
Modify/Delete Program Code Table Values or use PFkeys to exit.

VRULM20M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                     Maintain PCRS Rules Table                      4:38 PM
-------------------------------------------------------------------------------
                     Modify/Delete Program Code Table Values

Fiscal Year: 2000 Department: XYZ


Delete           Program Code         Description
  _                  2800             FIELD:AP ALL CATEGORIES,NO NPA
  _                  2801             FIELD:SUPV DIRECT RESP, NO NPA
  _                  2802             FIELD: SUPERVISORS,NO NPA
  X                  2805             HOMELESS-EAEDC FIELD STAFFONLY
  _                  2806             HOMELESS-TAFDC FIELD ONLY
  _                  2811             FIELD:DOMESTIC VIOL. SPECLST.
  _                  2812             FIELD-SYSTEMS
  _                  2813             FOOD STAMP CERTIFICATION
  _                  2814             BENEFIT ISSUANCE
  _                  2816             ESP FIELD STAFF ONLY


Next Program Code: ____                                       Start of data
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                    Back  Frwd  Prior              Menu
```

Maintain PCRS Rules Table: Modify/Delete Program Code Table Values screen

V. Department Rule: 20–Program Code Table: Modify/Delete Function

As many as ten (10) codes at a time may be deleted.

To delete a code:
1. In the Delete (DEL) field, type a character for each code to be deleted.

2. If there are more than ten (10) items to be deleted, press:

   - **< F8 >** or **<F> and <8>** to move forward to the next screen of codes
   - **< F7 >** or **<F> and <7>** to move to the previous screen

                     OR
   - Type the code in the **Next Program Code** field at the bottom of the screen and press **<ENTER>.**
     Response: The codes are repositioned with the selected code at the top of the list.

3. When all codes to be deleted are marked, press **<ENTER>.**

V. Department Rule: 20–Program Code Table: List Function

**List
Program
Table –
Rule 20**

The list function allows a department to list, in sequence, all program codes for a fiscal year and department. You selected the fiscal year and department in the Rules Main Menu screen.

This is a view only screen. The program codes are displayed in numeric sequence.

**Navigating
List
Program
Table –
Rule 20**

To reposition the list, press:
- **< F8 >** or **<F> and <8>** to move forward to the next screen of codes
- **< F7 >** or **<F> and <7>** to move to the previous screen
                                    OR
- Type the code in the **Next Program Code field** at the bottom of the screen and press **<ENTER>.**
  Response: The codes are repositioned with the selected code at the top of the list.

When all codes needed to be reviewed are reviewed, press **<ENTER>.**

```
VRULM20L  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                     Maintain PCRS Rules Table                   4:40 PM
--------------------------------------------------------------------------------
                       List Program Code Table Values

Fiscal Year: 2000 Department: XYZ


               Program Code      Description
                   2800          FIELD:AP ALL CATEGORIES,NO NPA
                   2801          FIELD:SUPV DIRECT RESP, NO NPA
                   2802          FIELD: SUPERVISORS,NO NPA
                   2805          HOMELESS-EAEDC FIELD STAFFONLY
                   2806          HOMELESS-TAFDC FIELD ONLY
                   2811          FIELD:DOMESTIC VIOL. SPECLST.
                   2812          FIELD-SYSTEMS
                   2813          FOOD STAMP CERTIFICATION
                   2814          BENEFIT ISSUANCE
                   2816          ESP FIELD STAFF ONLY


Next Program Code: ____                                   Start of data
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help      Exit                      Back  Frwd  Prior           Menu
```

Maintain PCRS Rules Table: List Program Code Table Values screen

V. Department Rule: 21—Program Code Dept-1 Table: Add Function

**Program
Code Dept-
1 Table –
Rule 21**

BEFORE SELECTING THIS FEATURE, RULE 12, DEPT DEFINED HEADINGS AND RULE 13, DEPT-1 DEFINED TABLE MUST BE COMPLETED.

Use this function to create a relationship between the first table created in rule 13, Dept-1 Defined Table, and a subset of MMARS program codes.

PCRS checks the Dept-1 field entry and the program field entry to ensure that the values meet the requirements of this table. If they do not, the user will see an error message. This function is only available for Dept-1 Table values.

Up to ten (10) program code/department defmed-1 associations may be entered.

```
Add Program Code/Dept-1 Table Values, or use PFkeys to exit.

VRULM21A  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   8/01/1999
CTRAEY                      Maintain PCRS Rules Table                     4:57 PM
--------------------------------------------------------------------------------
                     Add Program Code/Dept-1 Table Values

Fiscal Year: 2000 Department: XYZ


    Program Code        FUNC              Description
    ____            _____         _____
    ____            _____         _____
    ____            _____         _____
    ____            _____         _____
    ____            _____         _____
    ____            _____         _____
    ____            _____         _____
    ____            _____         _____
    ____            _____         _____
    ____            _____         _____


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                      Frwd  Prior              Menu
```

*Maintain PCRS Rules Table: Add Program Code/Dept-1 Table Values
screen*

V. Department Rule: 21–Program Code Dept-1 Table: Add Function

To complete this table:

1. In the **Program Code** field, enter a valid four (4) digit MMARS organization code used by your department.

2. In the **middle** field, enter the Dept-1 Table entry this code can be used with. In the example, the field is titled FUNC, a heading created in Rule 13.

3. In the **Description** field, enter a description*.*

Adding Additional Program Code Dept-1 Table – Rule 21

To add additional Program table entries:

▪ For each additional code you want to add, repeat the previous instructions on completing the fields for up to ten (10) codes.

▪ If you are entering more than ten (10) codes, after the tenth code, press **< F8 >** or **<Alt> and <8>** to save your entries and bring up a new screen for entry.

Saving Information

4. Before you press <ENTER> to save entries in the system, carefully check the entries for accuracy.

5. Press **<ENTER>.**

V. Department Rule: 21–Program Code Dept-1 Table: Modify Function

**Modify
Program
Code Dept-
1 Table –
Rule 21**

To modify an entry:
1. Highlight the information to be changed.

2. Change the information

If the entry needed is not visible, reposition the list by pressing:

Navigating
- **< F8 >** or **<F> and <8>** to move forward to the next screen of codes
- **< F7 >** or **<F> and <7>** to move to the previous screen
                                OR
- Type the code in the **Next Program Code** field at the bottom of the screen to reposition by department heading and press **<ENTER>.**
                                OR
- Type the code in the **Next Dept-1 Code** field at the bottom of the screen to reposition by department table and press **<ENTER>.**
  Response: The codes are repositioned with the selected code at the top of the list.

3. After all modifications are made, press **<ENTER>.**

```
Modify/Delete Program Code/Dept-1 Values, or use PFkeys to exit.

VRULM21M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   8/01/1999
CTRAEY                    Maintain PCRS Rules Table                      4:58 PM
-------------------------------------------------------------------------------
                 Modify/Delete Program Code/Dept-1 Table Values

Fiscal Year: 2000 Department: XYZ


Delete       Program Code        FUNC              Description
  _             GA13             150               ADP_____
  _             GA13             446               SIC CODING_____
  _             GA13             561               LABOR MKT INFO_____
  _             GA13             600               MGMT & TRAINING (ES)_____
  _             GA14             150               ADP_____
  _             GA14             561               LABOR MKT INFO_____
  _             GA14             600               MGMT & TRAINING_(ES)_____
  _             GA15             150               ADP_____
  _             GA15             561               LABOR MKT INFO_____
  _             GA15             600               MGMT & TRAINING_(ES)_____

Next Program Code: ___ Next Dept-1 Code: _____          Start of data
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                    Back  Frwd  Prior              Menu
```

*Maintain PCRS Rules Table: Modify/Delete Program Code/Dept-1 Table
Values screen*

V. Department Rule: 21–Program Code Dept-1 Table: Delete Function

Delete Program Code Dept-1 Table – Rule 21

As many as ten (10) values at a time may be deleted.

To delete a code:
1. In the Delete (DEL) field, type a character for each code to be deleted.
2. If there are more than ten (10) codes to be deleted, press:

Navigation

- **< F8 >** or **<F> and <8>** to move forward to the next screen of codes
- **< F7 >** or **<F> and <7>** to move to the previous screen

OR

- Type the code in the **Next Org Code** field at the bottom of the screen and press **<ENTER>.**
  Response: The codes are repositioned with the selected code at the top of the list.

OR

- Type the code in the **Next Dept-1 Code** field at the bottom of the screen to reposition by department table and press **<ENTER>.**
3. When all codes to be deleted are marked, press **<ENTER>.**

```
Modify/Delete Program Code/Dept-1 Values, or use PFkeys to exit.

VRULM21M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   8/01/1999
CTRAEY                     Maintain PCRS Rules Table                     4:58 PM
-------------------------------------------------------------------------------
                  Modify/Delete Program Code/Dept-1 Table Values

Fiscal Year: 2000 Department: XYZ

Delete      Program Code      FUNC              Description
  _             GA13          150              ADP_____
  _             GA13          446              SIC CODING_____
  _             GA13          561              LABOR MKT INFO_____
  _             GA13          600              MGMT & TRAINING (ES)_____
  _             GA14          150              ADP_____
  _             GA14          561              LABOR MKT INFO_____
  _             GA14          600              MGMT & TRAINING_(ES)_____
  _             GA15          150              ADP_____
  _             GA15          561              LABOR MKT INFO_____
  _             GA15          600              MGMT & TRAINING_(ES)_____

Next Program Code: ___ Next Dept-1 Code: _____         Start of data
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                    Back  Frwd  Prior            Menu
```

Maintain PCRS Rules Table: Modify/Delete Program Code/Dept-1 Table Values screen

V. Department Rule: 21–Program Code Dept-1 Table: List Function

**List
Program
Code Dept-
1 Table –
Rule 21**

Use this function to review the entries. The program codes are displayed in sequence.

This is a view only screen. You can reposition the list by following the navigation instructions recorded in the Delete function of this rule.

```
VRULM21L  **** P C R S **** (SYSTEM TEST)  TEST:  Work In Progress  8/01/1999
CTRAEY                      Maintain PCRS Rules Table                   4:58 PM
-------------------------------------------------------------------------------
                     List Program Code/Dept-1 Table Values

Fiscal Year: 2000 Department: XYZ

   Program Code           FUNC                    Description
      GA13                150                     ADP
      GA13                446                     SIC CODING
      GA13                561                     LABOR MKT INFO
      GA13                600                     MGMT & TRAINING (ES)
      GA14                150                     ADP
      GA14                561                     LABOR MKT INFO
      GA14                600                     MGMT & TRAINING_(ES)
      GA15                150                     ADP
      GA15                561                     LABOR MKT INFO
      GA15                600                     MGMT & TRAINING_(ES)

Next Program Code: ____ Next Dept-1 Code: _____            Start of data
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                     Back Frwd  Prior            Menu
```

*Maintain PCRS Rules Table: List Program Code/Dept-1 Table Values
screen*

SECTION VI: DISPLAY AND MAINTENANCE RULES

VI. Display and Maintenance Rules: 22 – Non-Statutory Requirements – Enter(Add)/Modify Function

***Non-
Statutory
Require-
ments –
Rule 22***

Use this rule to require the use of non-statutory labor cost category fields.

A department can choose which non-statutory fields they want to require for their department when posting routine labor distribution work schedules (defaults) and/or exceptions in PCRS.

Available non-statutory labor cost categories are:

- Sub Object
- Sub Organization
- Program
- Project
- General Reporting Category (GRC)
- Client
- Activity
- Department Defined (1-6)
- Secretariat Defined (1, 2)

```
Enter/modify Non Statutory Requirements, or use PFkeys to exit.

 VRULM22M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress 8/01/1999
 CTRAEY                  Maintain PCRS Rules Table                    5:00 PM
 -----------------------------------------------------------------------------
   Enter/Modify Requirements for PCRS's Non Statutory Labor Cost Categories

 Fiscal Year: 2000 Department: XYZ

      Sub Object:    _           FUNC:         R
      Sub Org:       _           EMP TYPE:     _
      Program:       R            Dept-3:      _
      Project:       _           Dept-4:       _
      GRC:           _           Dept-5:       _
      Client:        _           Dept-6:       _
      Rpt Catg:      _           Sect-1:       _
      Activity:      _           Sect-2:       _


 (R = Required, ' ' = Optional)


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
 Done  Help  Reset Exit                            Prior               Menu
```

*Maintain PCRS Rules Table: Enter/Modify Requirements for PCRS Non-
Statutory Labor Cost Categories screen*

VI. Display and Maintenance Rules: 22 – Non-Statutory Requirements – Enter(Add)/Modify Function

**Enter/
Modify
Required
Non
Statutory
Labor Cost
Categories
Table –
Rule 22**

To complete this table:

1. For each field, make the appropriate addition/deletion:

   REQUIRED FIELD
   Enter a **<R>** in every field required by the department.

   OPTIONAL FIELD
   Leave every optional field blank.

   CHANGE STATUS FROM R TO OPTIONAL
   Delete the R in every required field that is now optional.

2. Press **<ENTER>.**

*NOTE: If secretariat or department defined tables are required, consider
        adding a default value such as 99 or 00 to the tables. Users
        could enter these values if they were unable to determine the
        correct information. This allows data entry to continue while
        providing a marker for fields that require future corrections. It
        could also serve as an aid for the department, alerting them if a
        certain type of information is too frequently unavailable.*

VI. Display and Maintenance Rules: 22 – Non-Statutory Requirements – List Function

List Required Non Statutory Labor Cost Categories Table – Rule 22

Choices can be reviewed with this function.

```
┌────────────────────────────────────────────────────────────────────────────┐
│                                                                            │
│  VRULM22L  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   8/01/1999│
│  CTRAEY                     Maintain PCRS Rules Table                  5:01 PM │
│  ------------------------------------------------------------------------------│
│         List Requirements for PCRS's Non Statutory Labor Cost Categories     │
│                                                                            │
│  Fiscal Year: 2000 Department: XYZ                                         │
│                                                                            │
│             Sub Object:                         FUNC: R                    │
│               Sub Org:                       EMP TYPE:                      │
│              Program: R                         Dept-3:                     │
│              Project:                           Dept-4:                     │
│                  GRC:                           Dept-5:                     │
│               Client:                           Dept-6:                     │
│             Rpt Catg:                           Sect-1:                     │
│             Activity:                           Sect-2:                     │
│                                                                            │
│                                                                            │
│  (R = Required, ' ' = Optional)                                            │
│                                                                            │
│                                                                            │
│  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---│
│  Done  Help      Exit                              Prior             Menu   │
└────────────────────────────────────────────────────────────────────────────┘
```

Maintain PCRS Rules Table: Enter/Modify Requirements for PCRS Non-Statutory Labor Cost Categories screen

After reviewing, press **<ENTER>.**

VI. Display and Maintenance Rules: 23 – Exception Screen Layout

**Exception
Screen
Layout –
Rules 23**

This function enables a department to change the layout of the screen used for entering payroll exceptions. This gives users a layout that reflects the entry order most convenient for them and eliminates their need to < TAB > through fields your department may not use.

If you do not make a choice, fields will be arranged in the of:

- ACCT
- ORG
- OBJECT
- PRJ/CL/GRC
- I (Indicator)

```
Modify exception screen rule, or use PFkeys to exit.

VRULM23M  **** P C R S **** (SYSTEM TEST)  TEST:  Work In Progress 7/29/1999
CTRAEY                   Maintain PCRS Rules Table                     5:16 PM
------------------------------------------------------------------------------
                      Modify Exception Screen Layout Rule
Department: XYZ


Select one (or blank to delete):
_      Acct        Org         Sub-obj       PRJ/CL/GRC/I

_      Sub-obj     Org         PRJ/CL/GRC/I   Program

_      Sub-obj     Acct        PRJ/CL/GRC/I   Program

_      Dept-1      Acct        Org            Program

_      Dept-1      Org         PRJ/CL/GRC/I   Activity

_      Acct        Dept-1      Dept-6         Dept-2

_      Acct        Org         Program        Dept-1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
Done  Help  Reset Exit                                Prior           Menu
```

Maintain PCRS Rules Table: Modify Exception Screen Layout Rule screen

VI. Display and Maintenance Rules: 23 – Exception Screen Layout – Add/Modify Function
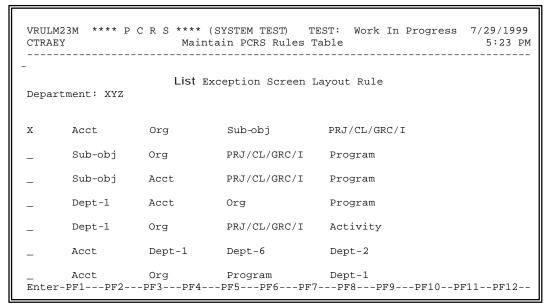
Add/Modify Exception Screen Layout – Rules 23

To complete this table:

1. Place any letter in the selection column to the left of the line of your preferred order entry. You have eight (8) choices in all, including the default. You may select only one (1) option.

2. Press **<ENTER>.**

VI. Display and Maintenance Rules: 23 – Exception Screen Layout – List Function

List Exception Screen Layout – Rules 23

Choices can be reviewed with this function.

```
VRULM23M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress  7/29/1999
CTRAEY                      Maintain PCRS Rules Table                   5:23 PM
-------------------------------------------------------------------------------
-
                    List Exception Screen Layout Rule
Department: XYZ


X      Acct        Org          Sub-obj        PRJ/CL/GRC/I

_      Sub-obj     Org          PRJ/CL/GRC/I   Program

_      Sub-obj     Acct         PRJ/CL/GRC/I   Program

_      Dept-1      Acct         Org            Program

_      Dept-1      Org          PRJ/CL/GRC/I   Activity

_      Acct        Dept-1       Dept-6         Dept-2

_      Acct        Org          Program        Dept-1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

Maintain PCRS Rules Table: List Exception Screen Layout Rule screen

After reviewing, press **<ENTER>.**

VI. Display and Maintenance Rules: 24 – Fiscal Year

Fiscal Year Rollover - Rule 24

Departments use the rollover rule table to select tables they want rolled over to the next fiscal year. If the department does not use this option, ALL its tables will roll over at fiscal year transition.

Alternate Account and Account Specific Rules <u>do not</u> roll over. Departments must apply for them each year.

These PCRS tables are always rolled over and are not affected by this option:

- Roll Over Table
- Exception Screen Layout
- Department Defined Headings
- Secretariat Defined Headings
- Earnings/Object Code

Departments can elect not to roll over a table when the new fiscal year begins. If a table is not rolled over, and you want to use it in the new fiscal year, you must go to the Rules Subsystem and recreate it.

A department can choose not to rollover:

- *Position Assigned #1 - 4
- Sect 1-2 Defined Table
- Dept 1-6 Defined Table
- Org Code Table
- Program Code/Dept-1 Table
- Program Code/Appropriation
- Non-statutory Requirements Table
- Labor Default Schedule Table

*Note: If these rules are selected to roll over, they will be rolled into a "pending " status.
The department must then re-apply for any 'PEND' Rules to be approved by the Comptroller to do this.
Submit a memo from a signatory authority confirming that no authorizing language has changed.

VI. Display and Maintenance Rules: 24 – Fiscal Year Rollover – Enter/Modify Function

Enter/ Modify Fiscal Year Rollover - Rule 24

```
Enter/Modify rollover table, or use PFkeys to exit.

VRULM24M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                        Maintain PCRS Rules Table                   5:23 PM
--------------------------------------------------------------------------------
                          Enter/Modify Rollover Table


Department: XYZ


                              Yes/No                                      Yes/No
Position Assigned #1 Table     Y          Dept-5 Defined Table             Y
Position Assigned #2 Table     Y          Dept-6 Defined Table             Y
Position Assigned #3 Table     Y          Org Code Table                   Y
Position Assigned #4 Table     Y          Program Code/Dept-1 Table        Y
Sect-1 Defined Table           Y          Non Statutory Requirements       Y
Sect-2 Defined Table           Y          Re-Distribution Table            Y
Dept-1 Defined Table           Y          Program Code/Approp Table        Y
Dept-2 Defined Table           Y
Dept-3 Defined Table           Y
Dept-4 Defined Table           Y          Labor Defaults                   Y



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                              Prior                 Menu
```

Maintain PCRS Rules Table: Enter/Modify Rollover Table screen

The default is for all tables to rollover. Next to each table name, in the Yes/No field, enter "N" If you do not want the table rolled over.

In choosing No in the rollover table, the department's labor defaults for all employees will revert to the minimum information consistent with their HRCMS position assigned statutory information.

In two (2) instances a department may not want to roll their position assigned rules or PCRS labor defaults intact to the next fiscal year:

1. A department is given a new account structure by the legislature. It would want new PCRS defaults set up with the new MMARS statutory information. If there is non-statutory PCRS data on employees' default records, that data is kept that data intact to be used with the new statutory information.

2. A department no longer has use for any of its statutory and/or department defined rules.

VI. Display and Maintenance Rules: 24 – Fiscal Year Rollover – List Function

List Fiscal Year Rollover Table – Rule 24

Choices can be reviewed with this view only function. Unique heading names are not reflected.

```
VRULM24M  **** P C R S **** (SYSTEM TEST)   TEST:  Work In Progress   7/29/1999
CTRAEY                     Maintain PCRS Rules Table                    5:24 PM
--------------------------------------------------------------------------------
                             List Rollover Table


Department: XYA


                                  Yes/No                                  Yes/No
Position Assigned #1 Table          Y       Dept-5 Defined Table            Y
Position Assigned #2 Table          Y       Dept-6 Defined Table            Y
Position Assigned #3 Table          Y       Org Code Table                  Y
Position Assigned #4 Table          Y       Program Code/Dept-1 Table       Y
Sect-1 Defined Table                Y       Non Statutory Requirements      Y
Sect-2 Defined Table                Y       Re-Distribution Table           Y
Dept-1 Defined Table                Y       Program Code/Approp Table       Y
Dept-2 Defined Table                Y
Dept-3 Defined Table                Y
Dept-4 Defined Table                Y       Labor Defaults                  Y



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help      Exit                                  Prior             Menu
```

Maintain PCRS Rules Table: List Rollover Table screen

After viewing, press **<ENTER>.**

VI. Display and Maintenance Rules: 29 – Earnings Code/Object Code

View Earnings Code/Object Codes: Rule 29

Departments have View access to this rule. This table determines two things:

The object code that should be associated with an earnings code coming across from HRCMS. If it should be different from the default object code assigned to the employee's position in HRCMS, PCRS changes it based on this table, before sending the payroll expenditure for the earnings code to MMARS.

Also, PCRS Adjustments, Exceptions and Defaults functions edit against this table during user data entry.

```
List Earnings/Object codes, or use PFkeys to exit.

 VRULM29L  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress    9/29/2000
 CTRAEY                       Maintain PCRS Rules Table                 12:16 PM
 ------------------------------------------------------------------------------
                           List Earnings/Object codes

 Fiscal Year: 2001

            Earnings Code        Object Code      Excp Type      AA Dist Chng
                 SIC                                  A
                                  A01
                                  A02
                                  A03
                                  A04
                                  A05
                 SID                                  A
                                  A01
                                  A02
                                  A03

Next: Earnings Code: ____  Object Code: ___
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                    Back  Frwd  Prior            Menu
```

View PCRS Rules Table: List Earnings/Object Codes screen